User Manual

AT&T Tilt / AT&T 8900 Handheld with Windows Mobile®



Please Read Before Proceeding

THE BATTERY IS NOT CHARGED WHEN YOU TAKE IT OUT OF THE BOX.

DO NOT REMOVE THE BATTERY PACK WHEN THE DEVICE IS CHARGING.

YOUR WARRANTY IS INVALIDATED IF YOU OPEN OR TAMPER WITH THE DEVICE'S OUTER CASING.

PRIVACY RESTRICTIONS

Some countries require full disclosure of recorded telephone conversations, and stipulate that you must inform the person with whom you are speaking that the conversation is being recorded. Always obey the relevant laws and regulations of your country when using the recording feature of your PDA Phone.

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Important Health Information and Safety Precautions

When using this product, the safety precautions below must be taken to avoid possible legal liabilities and damages.

Retain and follow all product safety and operating instructions. Observe all warnings in the operating instructions on the product.

To reduce the risk of bodily injury, electric shock, fire, and damage to the equipment, observe the following precautions.

ELECTRICAL SAFETY

This product is intended for use when supplied with power from the designated battery or power supply unit. Other usage may be dangerous and will invalidate any approval given to this product.

SAFETY PRECAUTIONS FOR PROPER GROUNDING INSTALLATION

CAUTION: Connecting to an improperly grounded equipment can result in an electric shock to your device.

This product is equipped with a USB cable for connecting the product to a desktop or notebook computer. Be sure your computer is properly grounded (earthed) before connecting the product to the computer. The power supply cord of a desktop or notebook computer has an equipment-grounding conductor and a grounding plug. The plug must be plugged into an appropriate outlet which is properly installed and grounded in accordance with all local codes and ordinances.

SAFETY PRECAUTIONS FOR POWER SUPPLY UNIT

- **Use the correct external power source**
  A product should be operated only from the type of power source indicated on the electrical ratings label. If you are not sure of the type of power source required, consult your authorized service provider or local power company. For a product that operates from battery power or other sources, refer to the operating instructions that are included with the product.

- **Handle battery packs carefully**
  This product contains a Li-ion Polymer battery. There is a risk of fire and burns if the battery pack is handled improperly. Do not attempt to open or service the battery pack. Do not disassemble, crush, puncture, short external contacts or circuits, dispose of in fire or water, or expose a battery pack to temperatures higher than 60˚C (140˚F).



WARNING: Danger of explosion if battery is incorrectly replaced. To reduce risk of fire or burns, do not disassemble, crush, puncture, short external contacts, expose to temperature above 60° C (140° F), or dispose of in fire or water. Replace only with specified batteries. Recycle or dispose of used batteries according to the local regulations or reference guide supplied with your product.





- **Take extra precautions**
  - Keep the battery or device dry and away from water or any liquid as it may cause a short circuit.
  - Keep metal objects away so they don't come in contact with the battery or its connectors as it may lead to short circuit during operation.
  - Do not use a battery that appears damaged, deformed, or discolored, or the one that has any rust on its casing, overheats, or emits a foul odor.
  - Always keep the battery out of the reach of babies and small children, to avoid swallowing of the battery. Consult the doctor immediately if the battery is swallowed.

    If the battery leaks:

    - Do not allow the leaking fluid to come in contact with skin or clothing. If already in contact, flush the affected area immediately with clean water and seek medical advice.

- Do not allow the leaking fluid to come in contact with eyes. If already in contact, DO NOT rub; rinse with clean water immediately and seek medical advice.
- Take extra precautions to keep a leaking battery away from fire as there is a danger of ignition or explosion.

- **Communicate the appropriate steps immediately in case a hazard occurs**

SAFETY PRECAUTIONS FOR DIRECT SUNLIGHT

Keep this product away from excessive moisture and extreme temperatures. Do not leave the product or its battery inside a vehicle or in places where the temperature may exceed 60°C (140°F), such as on a car dashboard, window sill, or behind a glass that is exposed to direct sunlight or strong ultraviolet light for extended periods of time. This may damage the product, overheat the battery, or pose a risk to the vehicle.

PREVENTION OF HEARING LOSS



CAUTION: Permanent hearing loss may occur if earphones or headphones are used at high volume for prolonged periods of time.

NOTE: For Fran‘ t or t b do
a e b he t

ENVIRONMENT RESTRICTIONS

Do not use this product in gas stations, fuel depots, chemical plants or where blasting operations are in progress, or in potentially explosive atmospheres such as fuelling areas, fuel storehouses, below deck on boats, fuel or chemical transfer or storage facilities, and areas where the air contains chemicals or particles, such as grain, dust, or metal powders. Please be aware that sparks in such areas could cause an explosion or fire resulting in bodily injury or even death.

EXPLOSIVE ATMOSPHERES

When in any area with a potentially explosive atmosphere or where flammable materials exist, the product should be turned off and the user should obey all signs and instructions. Sparks in such areas could cause an explosion or fire resulting in bodily injury or even death. Users are advised not to use the equipment at refueling points such as service or gas stations, and are reminded of the need to observe restrictions on the use of radio equipment in fuel depots, chemical plants, or where blasting operations are in progress. Areas with a potentially explosive atmosphere are often, but not always, clearly marked. These include fueling areas, below deck on boats, fuel or chemical transfer or storage facilities, and areas where the air contains chemicals or particles, such as grain, dust, or metal powders.

ROAD SAFETY

Vehicle drivers in motion are not permitted to use telephony services with handheld devices, except in the case of emergency. In some countries, using hands-free devices as an alternative is allowed.

SAFETY PRECAUTIONS FOR RF EXPOSURE

- Avoid using your device near metal structures (for example, the steel frame of a building).
- Avoid using your device near strong electromagnetic sources, such as microwave ovens, sound speakers, TV and radio.
- Use only original manufacturer-approved accessories, or accessories that do not contain any metal.
- Use of non-original manufacturer-approved accessories may violate your local RF exposure guidelines and should be avoided.

INTERFERENCE WITH MEDICAL EQUIPMENT FUNCTIONS

This product may cause medical equipment to malfunction. The use of this device is forbidden in most hospitals and medical clinics.

If you use any other personal medical device, consult the manufacturer of your device to determine if it is adequately shielded from external RF energy. Your physician may be able to assist you in obtaining this information.

Turn the phone OFF in health care facilities when any regulations posted in these areas instruct you to do so. Hospitals or health care facilities may be using equipment that could be sensitive to external RF energy.

HEARING AIDS

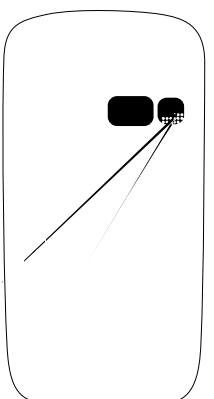
Some digital wireless phones may interfere with some hearing aids. In the event of such interference, you may want to consult your service provider, or call the customer service line to discuss alternatives.

NONIONIZING RADIATION

Your device has an internal antenna. This product should be operated in its normal-use position to ensure the radiative performance and safety of the interference. As with other mobile radio transmitting equipment, users are advised that for satisfactory operation of the equipment and for the safety of personnel, it is recommended that no part of the human body be allowed to come too close to the antenna during operation of the equipment.

Use only the supplied integral antenna. Use of unauthorized or modified antennas may impair call quality and damage the phone, causing loss of performance and SAR levels exceeding the recommended limits as well as result in non-compliance with local regulatory requirements in your country.

To assure optimal phone performance and ensure human exposure to RF energy is within the guidelines set forth in the relevant standards, always use your device only in its normal-use position. Do not touch or hold the antenna area unnecessarily when placing or receiving a phone call. Contact with the antenna area may impair call quality and cause your device to operate at a higher power level than needed. Avoiding contact with the antenna area when the phone is IN USE optimizes the antenna performance and the battery life.



General Precautions

- **Heed service markings**
  Except as explained elsewhere in the Operating or Service documentation, do not service any product yourself. Service needed on components inside these compartments should be done by an authorized service technician or provider.
- **Damage requiring service**
  Unplug the product from the electrical outlet and refer servicing to an authorized service technician or provider under the following conditions:
  - Liquid has been spilled or an object has fallen into the product.
  - The product has been exposed to rain or water.
  - The product has been dropped or damaged.
  - There are noticeable signs of overheating.
  - The product does not operate normally when you follow the operating instructions.
- **Avoid hot areas**
  The product should be placed away from heat sources such as radiators, heat registers, stoves, or other products (including, but limited to, amplifiers) that produce heat.
- **Avoid wet areas**
  Never use the product in a wet location.
- **Avoid using your device after a dramatic change in temperature**
  When you move your device between environments with very different temperature and/or humidity ranges, condensation may form on or within the device. To avoid damaging the device, allow sufficient time for the moisture to evaporate before using the device.

  NOTICE: When taking the device from low-temperature conditions into a warmer environment or from high-temperature conditions into a cooler environment, allow the device to acclimate to room temperature before turning on power.

- **Avoid pushing objects into product**
  Never push objects of any kind into cabinet slots or other openings in the product. Slots and openings are provided for ventilation. These openings must not be blocked or covered.
- **Mounting accessories**
  Do not use the product on an unstable table, cart, stand, tripod, or bracket. Any mounting of the product should follow the manufacturer's instructions, and should use a mounting accessory recommended by the manufacturer.
- **Avoid unstable mounting**
  Do not place the product with an unstable base.
- **Use product with approved equipment**
  This product should be used only with personal computers and options identified as suitable for use with your equipment.
- **Adjust the volume**
  Turn down the volume before using headphones or other audio devices.
- **Cleaning**
  Unplug the product from the wall outlet before cleaning. Do not use liquid cleaners or aerosol cleaners. Use a damp cloth for cleaning, but NEVER use water to clean the LCD screen.

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Chapter 1

Getting Started

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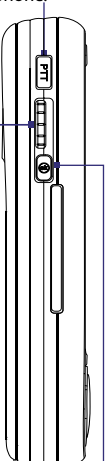
1.10 Settings

1.1 Getting to Know Your PDA Phone and Accessories

Left panel

PTT Button
Press to launch Push-to-Talk (PTT) feature of the phone.

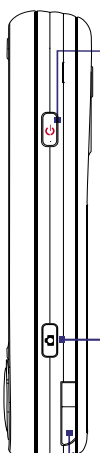
Jog Wheel
- Scroll up or down to navigate through menus, program instructions; press the wheel to carry out selection.
- During a call or playing music, scroll up or down to adjust the sound volume.
- When receiving an incoming call, scroll down to silence the audio notification.



OK button
Press to confirm your data entries, or to exit the program in use.

Right panel

POWER
Press to turn off the display temporarily. To turn off the power, press and hold for about 5 seconds. For more information, see "Starting Up" in this chapter.



CAMERA (in AT&T Tilt)
Press to launch the Camera (optional). See Chapter 11 for details.

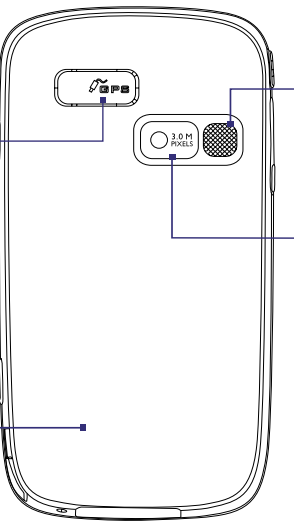
PICTURES & VIDEOS (in AT&T 8900)
Press to launch Pictures & Videos. See Chapter 11 for details.

Stylus

Front panel

MESSAGING
See Chapter 7 for details.

Back panel



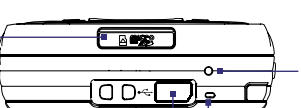
GPS Antenna Connector
Peel off the rubber cap and connect an external GPS antenna for better GPS signal reception.

Note Please use only the external GPS antenna (model number **GA S120**) from HTC.

Speaker

3 Megapixel Camera (AT&T Tilt only)
See Chapter 11 for details.

Back Cover
Slide the back cover upward to remove it.



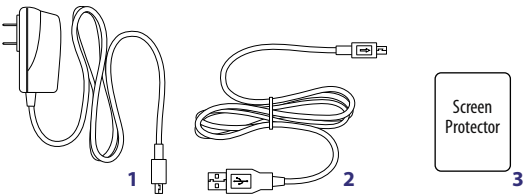
microSD Slot
See "Installing a Storage Card" for details.

RESET
With the stylus, press the RESET button to soft-reset your device.

Microphone

Sync Connector/Earphone Jack
Connect the supplied USB cable to synchronize information or plug in the AC adapter to recharge the battery. You can also connect the supplied audio adapter for listening to audio media.

Accessories



No.	Accessory	Function
1	**AC Phone Charger**	Recharges the battery.
2	**USB Sync Cable**	Connects your device to a PC and synchronizes data.
3	**Screen Protector**	Protects your device screen from dust and scratches.

1.2 Installing the SIM Card and Battery

Always turn off your device before installing/replacing the SIM card and battery. Follow the forthcoming instructions to install a SIM card provided by Cingular. The SIM card contains your phone number, service details, and phonebook/message memory. Your device supports both 1.8V and 3V SIM cards. Some legacy SIM cards will not function with your device. You should consult with Cingular for a replacement SIM card. There may be fees for this service.

Your device contains a rechargeable Li-ion polymer battery. It is designed to use only manufacturer-specified original batteries and accessories. Battery performance depends on many factors, including network configuration, signal strength, the temperature of the environment in which you operate your device, the features and/or settings you select and use, items attached to connecting ports, and your voice, data, and other program usage patterns.

Battery life estimates (approximations):

- Standby time: Up to **350** hours for UMTS
  Up to **365** hours for GSM
- Talk time: Up to **264** minutes for UMTS
  Up to **420** minutes for GSM
- Media playback time: Up to **8** hours for WMV;
  Up to **12** hours for WMA.

Warning! To reduce risk of fire or burns:

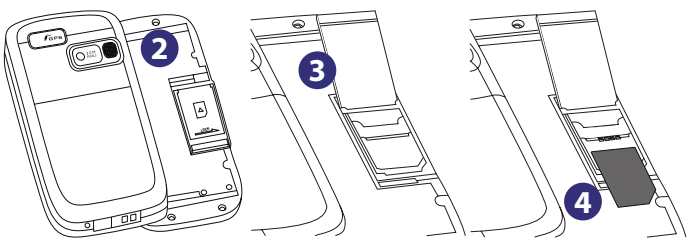
- Do not attempt to open, disassemble, or service the battery pack.
- Do not crush, puncture, short external contacts, or dispose of in fire or water.
- Do not expose to temperatures above 60°C (140°F).
- Replace only with the battery pack designated for this product.
- Recycle or dispose of used battery as stipulated by local regulation.

Important! Before opening the SIM card door, make sure you turn off the device first. Opening the SIM card door while the device is turned on may damage the device.

To install the SIM card

1. Make sure your device is turned off.
2. Slide out the hardware keyboard.
3. Slide the SIM card door lock to the left and then open the SIM card door.
4. Hold the SIM card with its gold contacts facing down and its cut-off corner facing toward outside of the slot. Insert the SIM card by sliding it into the slot.

   Tip You'll also see an illustrations on how to insert the SIM card on the SIM card door.



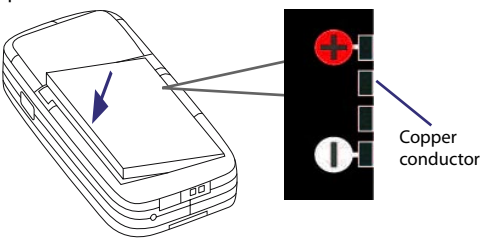
5. After inserting the SIM card, close the SIM card door and then lock it by sliding the lock to the right.

To remove the SIM card

To remove the SIM card, push the SIM card out from the back of the slot and then slide it out from the SIM card slot.

To install the battery

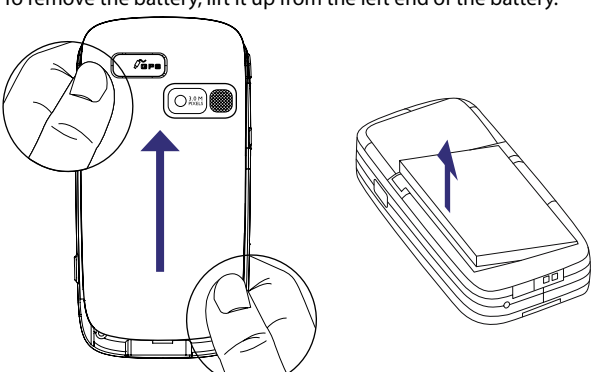
Install the battery by inserting it with its exposed copper part aligned with the protruding copper conductor on the upper right side of the battery compartment. Insert the right side of the battery first, then gently push the battery into place.



After you have inserted the battery, replace the back cover.

To remove the battery

1. Make sure your device is turned off.
2. Slide the back cover upward to release and remove the cover.
3. To remove the battery, lift it up from the left end of the battery.



Charge the battery

New batteries are shipped partially charged. Before you start using your device, it is recommended that you install and charge the battery. Some batteries perform best after several full charge/discharge cycles. You can charge the battery in two ways:

- Charging the device's battery by connecting the power adapter.
- Connecting your device to a PC via the provided USB Sync cable.

Note Only the AC adapter and USB cable provided with your device should be used to charge the device.

Charging is indicated by a solid amber light on the left LED indicator. As the battery is being charged while the device's power is on, a charging icon ( ) will be shown on the Today screen.

After the battery has been fully charged, the left LED becomes green and a full battery icon ( ) appears on the Today screen.

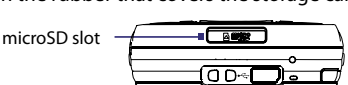
Warning!
- Do not remove the battery from the device while you are charging it using the AC or car adapter.
- As a safety precaution, the battery stops charging when it overheats.

1.3 Installing a Storage Card

There is a storage card slot at the bottom of your device. To have additional storage for your images, videos, music, and files, you can purchase a microSD™ card and insert it into the slot.

To insert a microSD card

1. Peel open the rubber that covers the storage card slot.



2. Insert the microSD card into the slot with gold contacts facing down.
3. Replace the rubber cover.

Note To remove the microSD card, press the microSD card to pop it out of the slot.

1.4 Starting Up

After inserting your SIM card and battery and charging the battery, you can now power on and start using your device.

Turn your device on and off

- To turn on your device, press and hold the POWER button. When you turn on your device for the first time, a Quick Start Wizard will guide you through the calibration process and the setup of regional settings, date and time, and password. For more information about touch screen calibration, see "Calibrate the device".
- To turn off your device, press and hold the POWER button for a few seconds. A message will then be displayed, prompting you whether or not to turn off the device completely.

Switch your device to Sleep mode

Quickly pressing the POWER button turns off the display temporarily and switches your device to **Sleep mode**. Sleep mode suspends your device to a low power state while the display is off in order to save battery power.

Your device also automatically goes into Sleep mode when you leave the device idle after a certain amount of time.

To specify the timeout period before your device goes into Sleep mode

1. Tap **Start > Settings > System** tab **> Power > Advanced** tab.
2. Under **On battery power**, make sure the **Turn off device if not used for** check box is selected.
3. Select the battery timeout period, then tap **OK**.

You will still be able to receive messages and calls while your device is in Sleep mode. Pressing the POWER button again or new incoming calls/ messages will wake up your device.

Calibrate the device

Calibrating the touch screen involves tapping the center of a cross with the stylus as the cross moves around the screen. This process ensures that when you tap the screen with your stylus, the tapped item is activated.

If your device does not accurately respond to screen taps, follow these steps to re-calibrate it:

1. Tap **Start** > **Settings** > **System** tab > **Screen**.
2. On the **General** tab, tap **Align Screen**, then follow the on-screen instructions to complete the calibration.

Manage screen settings

The device's display has the following orientation modes: **Portrait** and **Landscape**. Portrait mode allows you to get a better view or a better operation of certain programs, while Landscape mode may be optimal for viewing lengthy files.

- To change the orientation, tap **Start** > **Settings** > **System** tab > **Screen**, and select the orientation you want.
- To smooth the edges of screen fonts for many programs, on the **ClearType** tab, select the **Enable ClearType** check box.
- To increase the readability or to see more content on the screen, on the **Text Size** tab, adjust the text size by moving the slider.

Check battery power

- Tap the battery level icon ( ) on the Today screen; or
- Tap **Start** > **Settings** > **System** tab > **Power**.

When the low-battery warning appears, immediately save your data by synchronizing with your PC, or save your data on a storage card, and then turn off your device. Do not attempt to restart your device until you have connected it with the power adapter.

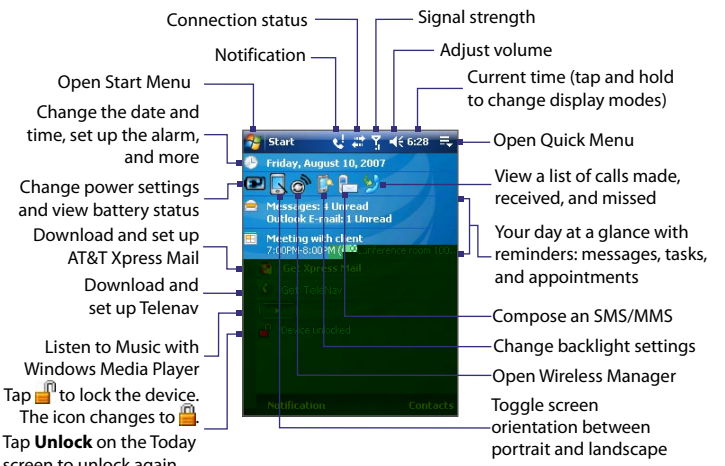


Battery power information

Tip To find out ways on saving battery power, see "Battery Saving Tips" in Chapter 12.

1.5 The Today Screen

The Today screen displays important information, such as upcoming appointments and status indicators. You can tap a section on the screen to open the associated program.



- To access the Today screen, tap **Start > Today**.
- To customize the Today screen display, including the background image, tap **Start > Settings > Personal** tab **> Today**.

For more information about customizing the Today screen, see Chapter 4.

1.6 Status Icons

The following are some of the status icons that you may see on the device.



Icons that appear in this area	
	There are more notifications. Tap the icon to view all.
	New text messages; SMS notification of voice mail.
	New e-mail message.
	Sending MMS.
	Receiving MMS.
	MMS sent.
	Cannot send MMS.
	New incoming MMS.
	New IM message.
	Missed call.
	Speakerphone on.
	Roaming.
	Alarm.
	Other wireless network(s) detected.
	Bluetooth headset detected.
	ActiveSync notification.
	Synchronization error.

Icons that appear in this area	
G	GPRS available.
E	EDGE available.
H	HSDPA available.
3G	UMTS available.
	Wi-Fi function enabled, but device not connected to a wireless network yet.
	Connected to a wireless network.
	Synchronizing via Wi-Fi.
	Connection is active.
	Connection is not active.
	Synchronization in progress.

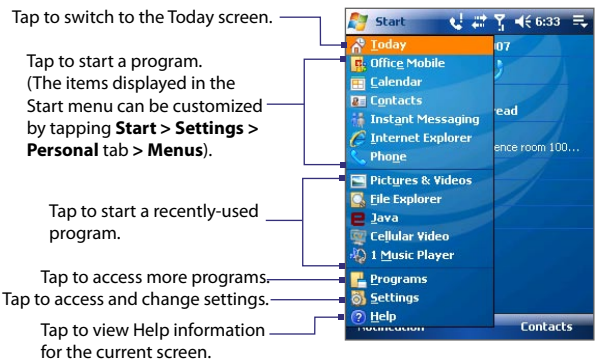


Icons that appear in this area	
	GPRS connecting.
	GPRS in use.
	EDGE connecting.
	EDGE in use.
	HSDPA connecting.
	HSDPA in use.
	UMTS connecting.
	UMTS in use.
	Maximum signal strength.
	No signal.
	Phone is turned off.
	No phone service.
	Searching for phone service.
	Voice call in progress.
	Call on hold.
	Calls are forwarded.
	Dialing while no SIM card is inserted.
	No SIM card inserted.

Icons that appear in this area	
	Vibration mode.
	Sound on.
	Sound off.

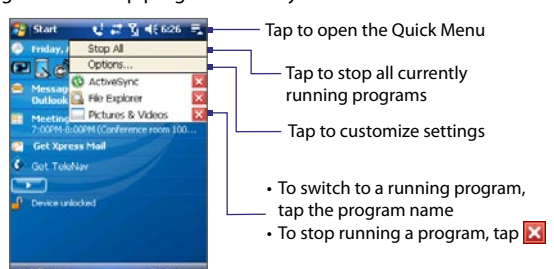
1.7 The Start Menu

The Start menu, located at the top left corner of the Today screen, displays a list of programs. You can start a program by scrolling through the programs list and then pressing ENTER, or by tapping a program with the stylus.



1.8 Quick Menu

The Quick Menu, located at the top right corner of the Today screen, shows the currently running programs. You can quickly switch between running programs and stop programs when you do not need to use them.



1.9 Programs

The following are programs you can find on your device or install from the Applications Disc.

Programs in the Start Menu

Icon	Description
	**Office Mobile** Use the complete suite of Microsoft® Office applications for your mobile device.
	**Excel Mobile** Create new workbooks or view and edit Excel workbooks.
	**PowerPoint Mobile** View PowerPoint slides and presentations.
	**Word Mobile** Create, view, and edit Word documents.
	**Calendar** Keep track of your appointments and create meeting requests.
	**Contacts** Keep track of your friends and colleagues.
	**Internet Explorer Mobile** Browse Web and WAP sites as well as download new programs and files from the Internet.
	**Phone** Make and receive calls, switch between calls, and set up conference calling.
	**Help** See Help topics for the current screen or program.

Programs screen

Icon	Description
	**ActiveSync** Synchronize information between your device and a PC or the Exchange Server.
	**AT&T Mall** Shop for games, ringtones, graphics, multimedia, goodies and other applications.

Icon	Description
	**AT&T Music** Shop for music, songs, music videos, streaming media, and access AT&T's 1 music player.
	**Cellular Video** Watch news, sports, weather, and entertainment clips via AT&T's high-speed data network while on the go.
	**Games & Apps** Play many pre-installed games, such as Bubble Breaker, Solitaire, and more. Launch some useful applications, such as Mobi TV, My Space Mobile, My Cast, and more.
	**Messaging** Access this folder to send, receive, and manage all of the text, e-mail, and MMS messages on your mobile device.  **Instant Messaging** This is the mobile version of instant messenger that supports multiple IM services, such as from AOL, Yahoo!, and Windows Live™.  **Messaging** Send and receive e-mail, MMS, and text messages.
	**Notes** Create handwritten or typed notes, drawings, and voice recordings.
	**Pictures & Videos** Access this folder to manage all pictures and video clips on your mobile device.  **Camera (AT&T Tilt only)** Take photos or shoots video clips with accompanying audio.  **Pictures & Videos** View, organize, and sort pictures, animated GIFs, and video files on your device or a storage card.
	**Push to Talk** Provide you with a "walkie-talkie" like feature that allows you to instantly talk to the others by simply pressing one button.
	**QuickGPS** Downloads satellite data over the Internet via ActiveSync, Wi-Fi or GPRS to speed up the time for determining your current GPS position.
	**STK (SIM Tool Kit) Service** Access information and other services offered by your wireless service provider.
	**Tasks** Keep track of your tasks.

Icon	Description
	**Tools** Access the entire array of tools and utilities on your mobile device.
	**Adobe Reader LE** View PDF (Portable Document Format) files on your device.
	**Bluetooth Explorer** Search for other Bluetooth devices that have file sharing enabled and access their Bluetooth shared folder.
	**Calculator** Perform basic arithmetic and calculations, such as addition, subtraction, multiplication, and division.
	**File Explorer** Organize and manage files on your device.
	**Java** Download and install Java applications, such as games and tools, on your device.
	**Search** Search contacts, data, and other information on your device.
	**SIM Manager** Manage the contacts that are stored on your SIM card. You can also use this program to copy SIM contents to Contacts on your device.
	Sprite Backup Provides you with a quick and easy way to create backups of your data.
	**Voice Recorder** Record your voice, play it back, then send it via e-mail, MMS or beaming. You can also set the recorded voice as your ring tone.
	**Voice Speed Dial** Allows you to record voice tags so that you can dial a phone number or launch programs simply by speaking a word.
	**ZIP** Save memory and free up storage space on your device by compressing files in the conventional ZIP format.
	**Windows Media Player Mobile** Play back audio and video files.
	**Wireless Manager** Manage your device's connections (including Wi-Fi, GPRS, Bluetooth, Modem, and ActiveSync), turn the phone on or off, switch to ringer/vibration mode, and enable or disable the Direct Push function.
	**Proxy Manager** The proxy on/off setting is by default set to ON. Under most circumstances, this is the setting that should be used.

Icon	Description
	**TTY** Enable TTY (Teletypewriter) support for your device.
	**Voice Speed Dial** Create voice tags for voice dialing contacts and SIM contacts as well as for launching programs.

System tab

Icon	Description
	**About** This is where you can see basic information such as the Windows Mobile® version and type of processor used on your device. You can also specify a name for your device.
	**Backlight** Set the backlight timeout and adjust brightness.
	**Certificates** See information about certificates that are installed on your device.
	**Clear Storage** Tap this icon only when you need to remove all your data and files from the memory and reset your device to factory default settings.
	**Clock & Alarms** Set the device clock to the date and time of your locale or to a visiting time zone when you're traveling. Alarms can also be set at specified days and times of a week.
	**Device Information** See information about the firmware version, hardware, identity, and the duration of calls made on your device.
	**Encryption** Allow files on your storage card to be encrypted. Encrypted files will be readable only on your device.
	**Error Reporting** Enable or disable the device's error reporting function. When this function is enabled and a program error occurs, technical data about the state of the program and your computer will be logged in a text file and delivered to Microsoft's technical support if you choose to send it.
	**External GPS** Set the appropriate GPS communication ports, if required. You may need to do this when there are programs on your device that access GPS data or you have connected a GPS receiver to your device. See Help for details.

Icon	Description
	**Key Lock** Lock the buttons on your device except for the POWER button when the device is in Sleep mode. This ensures you will not switch the device on by accident and consume unnecessary power.
	**Memory** Check the device memory allocation status and memory card information. You can also stop currently running programs.
	**Microphone AGC** Adjust the volume of your voice automatically when you are recording.
	**Power** Check the remaining battery power. You can also set the timeout for turning off the display (switching device to Sleep mode) to conserve battery power.
	**Regional Settings** Set the regional configuration to use, including the format for displaying numbers, currency, date, and time on your device.
	**Remove Programs** Remove programs that you installed on your device.
	**Screen** Change the screen orientation, re-calibrate the screen, and change the screen text size.
	**Windows Update** Link to Microsoft's Web site and update Windows Mobile® on your device with the latest security patches or fixes.
	**X-Button** Stop running programs and set the "X" button to end programs immediately when you tap the button.

Connections tab

Icon	Description
	**Beam** Set your device to receive incoming Bluetooth beams.
	**Bluetooth** Turn Bluetooth on, set your device to visible mode, and scan for other Bluetooth devices.
	**Connections** Set up one or more types of modem connections for your device, such as phone dial-up, GPRS, and more, so that your device can connect to the Internet or a private local network.
	**GPRS Setting** Set the GPRS authentication method.

Icon	Description
	**HSDPA** Turn on or off HSDPA. Your wireless service provider must support this feature to be able to turn it on.
	**Network Cards** Allows your device to scan for available wireless networks. Also allows you to set up a network card (if you have one inserted on your device).
	**USB to PC** Set a USB serial connection between your device and PC when there are problems connecting ActiveSync.
	**Wireless LAN** See information about the active wireless network, and customize Wi-Fi settings.
	**Wireless Manager** Manage your device's connections (including Wi-Fi, GPRS, Bluetooth, Modem, and ActiveSync), turn the phone on or off, switch to ringer/vibration mode, and enable or disable the Direct Push function.
	**Wireless Modem** Enables your device as an external modem for a computer via USB or Bluetooth.

Chapter 2

Entering and Searching Information

2.1 Using the Hardware Keyboard

2.2 Entering Information

2.3 Using the On-screen Keyboard

2.4 Using Letter Recognizer

2.5 Using Block Recognizer

2.6 Using Transcriber

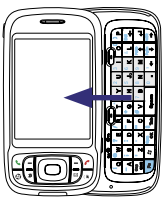
2.7 Using Symbol Pad

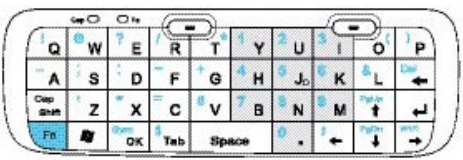
2.8 Using Notes to Draw, Write and Record Voice Notes

2.9 Searching Information

2.1 Using the Hardware Keyboard

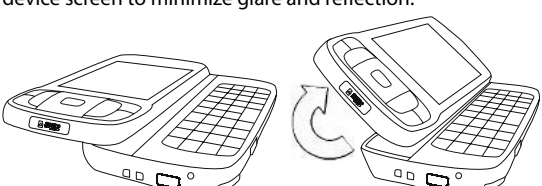
Your device comes with a **QWERTY** keyboard, which is similar to a standard computer keyboard. To use the QWERTY keyboard, slide the screen panel to the left to reveal the keyboard.





Adjust the LCD screen angle

After sliding out the hardware keyboard, you can adjust the angle of the device screen to minimize glare and reflection.



Important The maximum tilting angle of the screen is **40** degrees. Do not force the screen to tilt further than the maximum tilting angle as it will break the device. Before you retract the screen, please be sure to adjust the screen angle back to the original horizontal position (left image).

Keystrokes for entering text

When entering text, do the following:

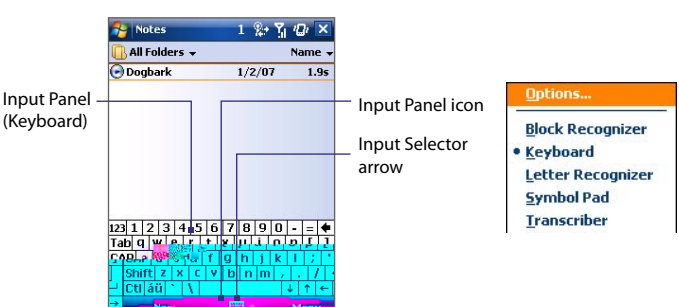
- To type lowercase letters, press the keys using your thumbs or fingers.
- To use all uppercase letters, press Fn first, then press Cap Shift. To change back to all lowercase letters, press Cap Shift again.
- To use a single uppercase letter, press Cap Shift and then press the corresponding key.

- To enter a number or symbol (labeled at the upper left of each key), press Fn and then press the corresponding key. Press Fn twice to enter all numbers or symbols.
- To open the Symbol Pad, press Fn and then press Sym OK.
- Press the Left/Right SOFT KEY ( ) to perform the command shown in the label above the key.
- Press Sym OK to verify your data entries or exit the program in use.
- Press to open the Start menu.
- Press the arrow keys for directional movement.
- To type accented characters (like á, ã, ç, ê, í, ó, ü, etc), press the letter key first and then, hold Fn and at the same time press the space bar Space several times until you find the correct character you need.

2.2 Entering Information

When you start a program or select a field that requires text or numbers, the **Input Panel** icon becomes available on the menu bar.

Tap the **Input Selector** arrow (that appears next to the **Input Panel** icon) to open a menu where you can select a text input method and customize input options. After selecting a text input method, the corresponding **Input Panel** is then displayed and you can use it to enter text. To toggle between showing and hiding the Input Panel, simply tap the **Input Panel** icon.



Icon	Input method	Icon	Input method
	On-screen Keyboard		Transcriber
	Letter Recognizer or Block Recognizer		Symbol Pad

Note Some text input methods may not be available in certain language versions of the device.

2.3 Using the On-screen Keyboard

The on-screen **Keyboard** is available when text entry is possible. You can enter text by tapping keys on the keyboard that are displayed on the screen.

To enter text using the on-screen Keyboard

1. In a program, tap the **Input Selector** arrow, and tap **Keyboard**.
2. Enter text by tapping keys on the on-screen Keyboard.

To enlarge the on-screen Keyboard

1. Tap the **Input Selector** arrow, then tap **Options**.
2. In the **Input method** list, select **Keyboard**.
3. Tap **Large keys**.

2.4 Using Letter Recognizer

With **Letter Recognizer**, you can write individual letters, numbers, and punctuation, which are then converted into typed text.

To use Letter Recognizer

1. From a program, tap the **Input Selector** arrow, and tap **Letter Recognizer**.
2. Write characters, numbers, and symbols in the designated writing area.

- Enter capital letters by writing in the **ABC** (left) area of the box.
- Enter lower case letters by writing in the **abc** (middle) area of the box.
- Enter numbers by writing in the **123** (right) area of the box.
- Enter punctuation and symbols by tapping in either area of the box and then writing the desired character.

Note **Letter Recognizer** is available when text entry is possible.

Tip For help with writing characters, tap the question mark near the writing area.

2.5 Using Block Recognizer

With **Block Recognizer**, you use a single stroke to write letters, numbers, symbols, and punctuation, which are then converted into typed text.

To use Block Recognizer

1. From a program, tap the **Input Selector** arrow, and tap **Block Recognizer**.
2. Write characters, numbers, and symbols in the designated writing area.
   - Enter letters by writing in the **abc** (left) area of the box.
   - Enter numbers by writing in the **123** (right) area of the box.
   - Enter symbols and punctuation by tapping in either area of the box and then writing the desired character.

Note **Block Recognizer** is available when text entry is possible.

Tip For help with writing characters with **Block Recognizer**, tap the question mark near the writing area.

2.6 Using Transcriber

Transcriber is a handwriting recognition program that allows you to write in cursive, print, or a combination of both. Transcriber works transparently in the background of programs, recognizing words with its integrated dictionary. When Transcriber is turned on, it interprets stylus movement anywhere on the screen as handwriting input. For more information about using Transcriber, see Help on your device.

To start Transcriber

1. Start a program that accepts user input, such as Word Mobile.
2. Tap the **Input Selector** arrow, and tap **Transcriber**. The Transcriber introductory screen appears.

To write using Transcriber

1. In a program, position the cursor where you want text to appear.
2. Use the stylus to write anywhere on the screen. The handwriting will be converted to text shortly after you lift the stylus from the screen.

To enter punctuation and symbols

Transcriber comes with an on-screen keyboard that provides an easy way to add punctuation or a special symbol to existing text.

From a program, tap  on the Transcriber toolbar. The keyboard remains visible until you tap the button again.

Tips

- To reposition the keyboard, tap and hold the title bar, then drag to the desired location.
- When no text is selected, you can also open the keyboard by doing the  gesture. For more information about using Transcriber gestures, see Help on your device.

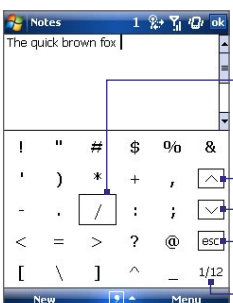
To edit text

1. In a program, draw a line across the text you want to edit.
2. After you lift the stylus from the screen, the line will disappear and the selected text will be highlighted.
3. Do either of the following:
   - Rewrite the text.

- Use gestures to capitalize letters, insert a space, and so on. For information about using Transcriber gestures, see Help on your device.

2.7 Using Symbol Pad

Symbol Pad provides a comprehensive list of common symbols such as parentheses, braces, currency signs, and more, as well as punctuation marks and special characters.



Tap a symbol to select it. Use the Navigation Control or press the arrow keys on the hardware keyboard to navigate through the available symbols, then press ENTER to select a symbol.

Tap to display the previous page of symbols.

Tap to display the next page of symbols.

Tap to close the Symbol Pad without selecting any symbol.

This indicates the current page and the total number of symbol pages.

To open the Symbol Pad and select a symbol

1. Create or open a document, such as a Word document.
2. To open the Symbol Pad:
   - Tap the **Input Selector** arrow, then tap **Symbol Pad**; or
   - Using the hardware keyboard, press Fn and then press Sym OK.
3. To browse through the pages of symbols, tap / on the Symbol Pad screen.
4. Tap a symbol to select it and close the Symbol Pad. The selected symbol will then be inserted in your document.

2.8 Using Notes to Draw, Write and Record Voice Notes

Using **Notes**, you can draw directly on the screen, or write on the screen and save notes in your own handwriting. You can also create a stand-alone recording (voice note) or you can add a recording to a note.

For more information on what you can do with Notes, please see "Notes" in Chapter 6.

2.9 Searching Information

You can search for files and other items stored in My Documents folder or on an installed storage card of your device. You can search by file name or by words located in the item. For example, you can search in e-mail messages, notes, appointments, contacts, and tasks, as well as in online Help.

To search for a file or an item

1. Tap **Start** > **Programs** > **Tools** > **Search**.
2. In the **Search for** field, you can:
   - Enter the file name, word, or other information you want to search for.
   - Tap the down arrow icon (▼), and from the list, select one item that you have looked for before.
3. In the **Type** field, you can tap the down arrow icon (▼) and select a data type from the list to help narrow your search.
4. Tap **Search**. The system then starts searching the matched files in the **My Documents** folder and subfolders.
5. In the **Results** list, tap the item you want to open.

Note The storage card symbol or  is displayed next to the names of files saved on a storage card.

Chapter 3

Using Phone Features

3.1 Using the Phone

3.2 Making a Call

3.3 Receiving a Call

3.4 Smart Dialing

3.5 Additional Dialing Information

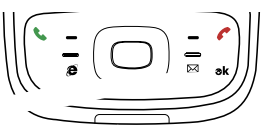
3.1 Using the Phone

Like a standard mobile phone, you can use your device to make, receive, and keep track of calls and send messages. You can also dial directly from Contacts, and easily copy phonebook entries from your SIM card to Contacts on your device.

The Phone screen

From the Phone screen, you can access Call History, Speed Dial, and Phone settings. To open the Phone screen, do one of the following:

- Tap **Start** > **Phone**; or
- Press the TALK button ( ).



Turn the phone function on and off

In many countries, you are required by law to turn off the phone while on board an aircraft.

To turn off the phone function

1. Tap **Start > Programs > Wireless Manager**.
2. On the Wireless Manager screen, tap the **Phone** button to turn off the phone function.
   The  icon indicates the phone function is turned off.

To resume call function

Turn on the phone function by tapping the **Phone** button again on the Wireless Manager screen.
The  icon indicates the phone function is turned on.

Flight mode

Another way to turn off the phone function is to switch your device to **Flight mode**.

To enable Flight mode

When you enable Flight mode, it turns off all wireless radios on your device, which include the phone function, Bluetooth, and Wi-Fi.

1. Tap **Start > Programs > Wireless Manager**.
2. On the Wireless Manager screen, tap the **Flight Mode** button to enable Flight mode.

   The  icon indicates that Flight mode is enabled.

To disable Flight mode

When you disable Flight mode, it turns the phone function back on. This also restores the previous state of Bluetooth, but keeps Wi-Fi disabled. Disable Flight mode by tapping the **Flight Mode** button again on the Wireless Manager screen.

The  icon indicates that Flight mode is disabled.

Adjust the device volume

1. Tap the **Speaker** icon ( ).
2. Under **Volume**, do the following:
   - Adjust the phone volume ( ) or device volume ( ) by moving the slider to the desired volume level.
   - Tap **On**, **Vibrate**, or **Off** to change both the system and ringer volume settings.



Volume adjustment

Notes

- To adjust the conversation phone volume, you must do it during a call. Adjusting the volume at another time will affect the ring, notification, and MP3 sound levels.
- When you activate Vibrate mode, sound will automatically be muted and your device will vibrate when an incoming call is received. The Vibrate icon ( ) will appear in the title bar to indicate that Vibrate mode is activated.

3.2 Making a Call

With your device, you can make a call from **Phone**, **Contacts**, **Speed Dial**, **Call History**, and **SIM Manager**.

Make a call from Phone

1. Press the TALK button ( ).
2. On the Phone screen, tap the desired phone number, then press the TALK button.



Tip If you tap a wrong number, tap **Delete** ( ) to erase each subsequent digit of a number. To erase the entire number, tap and hold **Delete**.

Make a call from Contacts

Tap **Contacts** on the Today screen or tap **Start > Contacts**, then do one of the following:

- Press NAVIGATION up or down to select a contact, and press TALK.
- Tap the desired contact in the contacts list, and tap the phone number that you want to call.
- Tap and hold the desired contact, and on the shortcut menu, tap **Call Work**, **Call Home**, or **Call Mobile**.

To choose one of the numbers of a contact to dial

By default, the mobile phone number (m) of a contact is dialed when you make a call from Contacts. However, you can specify that a different phone number is dialed instead.

1. Tap **Start > Contacts**.
2. Press NAVIGATION up or down to select the contact.
3. Press NAVIGATION left or right. The letters representing the number will change as you scroll through them.

Make a call from Call History

1. On the Phone screen, tap **Call History** or tap  on the Today screen.
2. You can either scroll through all calls in Call History, or tap **Menu > Filter** and select from a category of call types.
3. Scroll to the desired contact or phone number, and tap **Call**.

One-touch Speed Dial

Use **Speed Dial** to call frequently-used numbers with a single tap. For example, if you assign a contact to the location **2** in Speed Dial, you can simply tap and hold the **number 2** key on the Phone screen to dial the contact's number. Before you can create a Speed Dial entry, the number must already exist in Contacts.

To create a Speed Dial entry

1. On the Phone screen, tap **Speed Dial**.
2. Tap **Menu > New.**
3. Tap a contact. Select the phone number that you want to add to be assigned with a speed dial key.
4. In the **Location** box, select an available key to use as the speed dial key.

Note If you want to place a phone number in a position that is already occupied, the new number will replace the number that is already there.

Tips

- To create a Speed Dial entry from Contacts or SIM card contact, tap the contact, select the number you want to add to Speed Dial and then tap **Menu > Add to Speed Dial**.
- To delete a Speed Dial entry, in the **Speed Dial** list, tap and hold the desired entry, and tap **Delete**.

To call voicemail

The **number 1** key is generally reserved for your voicemail. Press and hold this key to call voicemail.

Make a call from SIM Manager

SIM Manager allows you to view the contents of your SIM card, transfer SIM phonebook entries to Contacts on your device, and make a call from your SIM card.

To call a SIM contact

1. Tap **Start > Programs > Tools > SIM Manager**. Wait for your SIM card contents to load.
2. Tap and hold the name or phone number of the person you want to call, and tap **Call**.

For more information about SIM Manager, see Chapter 6.

3.3 Receiving a Call

When you receive a phone call, a message will appear, giving you the option to either answer or ignore the incoming call.

To answer or reject an incoming call

- To answer the call, tap **Answer**, or press TALK on the device.
- To reject the call, tap **Ignore**, or press END on the device.

To end a call

Once an incoming or outgoing call is in progress, press END on the device to hang up.

To check a missed call

You will see the  icon on top of the screen when you missed a call. To check who the caller is:

- Tap the  icon , then tap **View**; or
- On the Phone screen, tap the **Call History** or tap  on the Today screen. You can view missed calls as well as incoming and outgoing calls in Call History.

To put a call on hold

Your device notifies you when you have another incoming call, and gives you the choice of rejecting or accepting the call. If you are already on a call and accept the new call, you can choose to switch between the two callers, or set up a conference call between all three parties.

1. Tap **Answer** to take the second call, and put the first one on hold.
2. To end the second call and return to the first call, press END on the device.

To switch between two calls

Tap **Swap**.

To set up a conference call

1. Either put a call on hold, and dial a second number; or, accept a second incoming call when you already have one in progress.
2. Tap **Menu** > **Conference**.

Note Not all service providers support conference calling. Contact your service provider for details.

To turn on and off the Speakerphone

The built-in Speakerphone on your device allows you to talk hands-free or lets other people listen to the conversation.

- During a call, tap **Speaker On**, or press and hold TALK until the speakerphone turns on. The speakerphone icon ( ) appears in the title bar.
- To turn off the speakerphone, tap **Speaker Off**, or press and hold TALK again until the speakerphone turns off.

Warning! To avoid damage to your hearing, do not hold your device against your ear when the Speakerphone is turned on.

To mute a call

You can turn off the microphone during a call, so that you can hear the caller but the caller cannot hear you.

- During a call, tap **Mute**.
- When the microphone is turned off, the mute icon ( ) appears on the screen. Tap **Unmute** to turn on the microphone again.

3.4 Smart Dialing

Smart Dialing makes it easy for you to dial a phone number.

When you start entering a phone number or contact name, Smart Dialing will automatically search and sort the contact entries on the SIM card, in Contacts, and the phone numbers in Call History (including incoming, outgoing, and missed calls). You can then select the desired number or contact from the filtered list to dial.



Tips on using Smart Dialing

Smart Dialing starts looking for numbers or contacts that match the sequence you have entered. Below are some tips on how to use Smart Dialing to quickly find a desired phone number or contact.

To find a phone number

- Simply enter the first one or two digits to find a phone number in Call History.
- Enter the first three digits or more if you want to find a phone number from the saved contacts on your device and SIM card.

To find a contact name

You can just enter the first letter of a contact's first name or surname. Smart Dialing will search for the letter starting from the first character of a contact name as well as from the character that appears after a space, dash, or underscore in a contact name. For example, if you tap number "2" which is associated with [a, b, c] on the Phone keypad, contact names such as the following will be considered matches: "**B**en Miller", "George **A**dams", "John-**C**arter", "**C**arter, Ellen", "Dixon, **A**llan", "Thomas_**C**lark", "Jane**C**ampbell".

If the matching list is long and you want to narrow down the search further, enter another letter. Using the same example above, if you continue to tap "3" which is associated with [d, e, f], the matching list will be narrowed

down to the following names: "**Be**n Miller", "George **Ad**ams", "**C**arter, **E**llen", "**D**ixon, **A**llan".

Make a call or send a text message using Smart Dialing

1. Press the TALK button on your device to open the Phone screen.
2. Begin entering the first few numbers or characters.

   When you start entering a number or letter, the Smart Dialing panel will display matches found.
3. In the Smart Dialing panel, browse the list by sliding your finger or the stylus up or down or by pressing NAVIGATION up or down.
4. You can do one of the following:
   - When the desired contact is selected, press the TALK button to place a call.
   - To send a text message to the selected contact, tap and hold the contact, and tap **Send Text Message**.
   - To call a different phone number associated with the selected contact, tap and hold the selected contact, and tap the phone number you want to call.



Tap and hold the contact to pop up the shortcut menu.

Tip To view or edit information associated with the selected contact, tap the contact's name on the shortcut menu (applies only to entries stored in Contacts on your device).

Set up Smart Dialing

1. On the Phone screen, tap **Menu > Smart Dialing Options**.
2. On the **Options** tab, select the **Enable Smart Dialing** check box.
   - Select the **Automatically expand selected contact** check box to enable a contact's name and phone number to be displayed when the contact is selected in the matching list.
   - Select the **Enable drag-scroll** check box to scroll in the matched list by dragging.
   - Select the **Enable double-click** for dialing check box to make a voice call by double-tapping the item in the matched list.

3.5 Additional Dialing Information

Make an emergency call

Enter the international emergency number for your locale, and tap **Call**.

Tip Additional emergency numbers may be included in your SIM card. Contact your service provider for details.

Make an international call

1. Tap and hold the **number 0** key on the Phone keypad until the **+** sign appears. The **+** replaces the international prefix of the country that you are calling.
2. Enter the full phone number you want to dial, and tap **Call**. The full phone number includes country code, area code (without the leading zero, if any) and phone number.

Chapter 4

Setting Up Your PDA Phone

4.1 Basic Settings

4.2 Personalizing the Today Screen

4.3 Customizing Phone Settings and Services

4.4 Protecting Your Device

4.5 Other Settings

4.1 Basic Settings

Owner information

Having owner information displayed on the Today screen makes it easier for someone to return your device to you if it is lost.

To enter owner information

1. Tap **Start > Settings > Personal** tab **> Owner Information**.
2. On the **Identification** tab, enter your personal information.

Tip If you don't see owner information on the Today screen, tap **Start > Settings > Personal** tab **> Today**. On the **Items** tab, select the **Owner Info** check box.

To display owner information when the device is turned on

You can set your device to display the 'my info' screen when power is turned on. This screen shows your complete personal information.

1. Tap **Start > Settings > Personal** tab **> Owner Information**.
2. On the **Options** tab, select the **Identification information** check box.
3. If you want additional text displayed, tap the **Notes** tab and enter the text (for instance: Reward if found).
4. On the **Options** tab, select the **Notes** check box then tap **OK**.

Time and date

To set the time and date

1. Tap **Start > Settings > System** tab **> Clock & Alarms > Time** tab.
2. Select the correct time zone and change the date or time.

Note During synchronization, the time on your device is updated with the time on your PC.

To set the time and date for a different location

If you visit or communicate with someone in a particular time zone often, you can select it as your visiting time zone.

1. Tap **Start > Settings > System** tab **> Clock & Alarms > Time** tab.
2. Tap **Visiting**.
3. Select the correct time zone and change the time or date.

Regional settings

The style in which numbers, currency, dates, and times are displayed is specified in regional settings.

1. Tap **Start > Settings > System** tab **> Regional Settings**.
2. On the **Region** tab, select your region from the list.

   Note This does not change the Operating System language of your device.
3. The region you select determines which options will be available on the other tabs.
4. To customize settings further, tap the appropriate tabs and select the desired options.

4.2 Personalizing the Today Screen

The Today screen shows your upcoming appointments, active tasks, and information about incoming messages. You can customize what to display on the Today screen.

To customize the Today screen

1. Tap **Start > Settings > Personal** tab **> Today**.
2. On the **Appearance** tab, select the desired theme for the background of the Today screen.
3. On the **Items** tab, select the items you want to appear on the Today screen.

Tip To change the order of items displayed on the Today screen, tap the item, and tap **Move Up** or **Move Down**.

To use a custom background image

You can use one of your own pictures as the background image on the Today screen. Be aware that pictures can affect the readability of text on the Today screen.

1. Tap **Start > Settings > Personal** tab **> Today**.
2. Select the **Use this picture as the background** check box, and tap **Browse** to view a list of your picture files.

3. Tap the file name of the picture you want to use.
4. Tap **OK**.

To set options for displaying appointments on the Today screen

If you have a large number of appointments, you may want to specify the kind of appointments that are displayed on the Today screen.

1. Tap **Start > Settings > Personal** tab **> Today**.
2. Tap the **Items** tab.
3. Select **Calendar** and tap **Options**.
4. Do any of the following:
   - Select **Next appointment** to show only the next appointment in your schedule, or **Upcoming appointments** to show multiple appointments.
   - Clear the **Display all day events** check box if you do not want to display all-day events.

For more information about using Calendar, see Chapter 6 and 8.

To set options for displaying tasks on the Today screen

If you have a large number of tasks, you may want to specify the kind of tasks that are displayed on the Today screen.

1. Tap **Start > Settings > Personal** tab **> Today**.
2. Tap the **Items** tab.
3. Select **Tasks** and tap **Options**.
4. Do any of the following:
   - Under **Display number of**, select the type of tasks you want to appear on the Today screen.
   - In the **Category** list, select whether to display only tasks assigned to a specific category or to display all tasks.

For more information about creating tasks on your device, see Chapter 6.

Customize the Start menu

You can choose which items appear in the **Start** menu.

1. Tap **Start > Settings > Personal** tab **> Menus**.
2. Select the check boxes of the items you want to appear in the **Start** menu. You can select up to seven items.

Tip Create folders and shortcuts inside the folders, **Programs** and **Office Mobile**, on the Start menu. Using Windows Explorer on your PC, navigate to the **/Windows/Start Menu/Programs** or **Office Mobile** folder of your device, then create the folders and shortcuts that you want. You will see the added items on your device after you synchronize. For information about synchronizing your device with the computer, see Chapter 5.

4.3 Customizing Phone Settings and Services

You can customize phone settings, such as the ring type and ring tone to be used for incoming calls, and the keypad tone to be used when entering phone numbers. You can also set up your device to use phone services such as Call Waiting, Call Forwarding, and more.

To access phone settings and services

- Tap **Menu > Options** on the Phone screen; or
- Tap **Start > Settings > Personal** tab > **Phone**.

Ringer settings

To change the ring tone and ring type

1. On the Phone screen, tap **Menu > Options > Phone** tab.
2. In the **Ring tone** list, tap the sound you want to use.

   Tip You can use ***.wav**, ***.mid**, ***.mp3**, ***.wma** or other files (see Appendix for a list of supported file formats) that you downloaded from the Internet or copied from your PC as ring tones. Copy the sound files first to the /Windows/Rings folder on your device, then select the sound from the Ring tone list of your device. For more information about copying files, see Chapter 9.

3. In the **Ring type** list, choose whether to be notified of incoming calls by a ring, a vibration, or a combination of both.

Keypad tone

You can change the tone you hear when entering a phone number on the keypad. If set to Long tones, the tone is heard continuously for as long as the number on the keypad is pressed. Use this setting if you are having trouble accomplishing tasks that rely on tones from your device such as accessing messages from an answering machine. If set to Short tones, the tone is heard only for one or two seconds. If set to Off, no tone will be heard.

1. On the Phone screen, tap **Menu > Options > Phone** tab.
2. In the **Keypad** list, tap the option you want.

Phone services

Your device can directly link to the mobile phone network, and allow you to access and change the settings of various phone services for your device. Phone services may include Call Forwarding, Call Waiting, Voicemail, and more. Contact your wireless service provider to find out about the availability of phone services for your device.

To access and change settings of phone services

1. Tap **Start > Settings > Personal** tab **> Phone > Services** tab.
2. Select the service you want to use, then tap **Get Settings**.
3. Choose your desired options, then tap **OK**.

For more information about customizing settings of phone services, see Help on your device.

Networks

You can view on your device which mobile phone networks are available to you, and arrange them in the order that you want your device to access them. For example, if your first preferred network is unavailable, your device will try to access your second preferred network.

To view available networks

1. Tap **Start > Settings > Personal** tab **> Phone > Network** tab.
2. Under **Network selection**, select **Manual**. The list of available networks is then displayed.

To set preferred networks

1. Tap **Start > Settings > Personal** tab **> Phone > Network** tab.
2. Tap **Set Networks** and follow the instructions on the screen to arrange the networks according to your preference.
3. After arranging the networks in the preferred order, tap **OK** to return to the **Network** tab.
4. In the **Network selection** list, select **Automatic**.
5. Tap **OK**.

4.4 Protecting Your Device

Protect your SIM card with a PIN

You can protect your SIM card from unauthorized use by assigning a PIN (personal identification number). Your first PIN will be given to you by your wireless service provider; you can change the PIN later.

1. On the Phone screen, tap **Menu > Options > Phone** tab.
2. Select the **Require PIN when phone is used** check box.
3. To change the PIN at any time, tap **Change PIN**.

Tip Emergency calls can be placed at any time, without requiring a PIN.

Protect your device with a password

You can help keep your data more secure by requiring a password every time the device is turned on. You create your own password when you begin using your device.

To set a device password

1. Tap **Start > Settings > Personal** tab **> Lock**.
2. Select the **Prompt if device unused for** check box, and in the box to the right, select how long your device must be idle before a password is required. In the **Password type** box, select the type of password you would like to use. Enter and confirm the password.

   If your device is configured to connect to a network, use an alphanumeric password for increased security for your device.

3. On the **Hint** tab, enter a phrase that will help you remember your password, but does not allow others to guess your password.
4. Tap **OK**. The next time the device is turned on, you will be prompted to enter your password.

Notes
- To ensure you can always make emergency calls, do not begin your password with the digits of your local emergency number.
- The hint will be displayed after the wrong password is entered five times.

To unlock your device

1. Enter your device password when you are prompted.
2. Tap **Unlock**.

Note If you forget your password, you can hard reset or clear the device memory. Before you do this, make sure you back up your data and files to your PC so that you can restore them back to your device. See Chapter 9 for details.

Encrypt data on your storage card

1. On the Today screen, tap **Start > Settings > System** tab **> Encryption**.
2. Select **Encrypt files placed on storage cards**.

Notes
- Encrypted files can be read only on the device that encrypted them.
- Encrypted files are opened just like other files, provided you are using the device that encrypted them. There is no separate step for you to take to read these files.

Important If **Encrypt files placed on storage cards** is/was enabled before, then back up all files from the storage card before using Clear Storage, hard reset or updating the ROM system software. Otherwise you will no longer be able to access the encrypted files on the storage card. Use ActiveSync or Windows Mobile Device Center to transfer files between your storage card and computer. After this procedure, copy your files back to the storage card.

4.5 Other Settings

Device name

The device name is used to identify your device in the following situations:

- Synchronizing with a PC
- Connecting to a network
- Restoring information from a backup

Note If you synchronize multiple devices with the same PC, each device must have a unique name.

To change the device name

1. Tap **Start > Settings > System** tab **> About**.
2. Tap the **Device ID** tab.
3. Enter a name.

Note The device name must begin with a letter, consist of letters from **A** to **Z**, numbers from **0** to **9**, and cannot contain spaces. Use the underscore character to separate words.

Display settings

To adjust screen brightness

1. Tap **Start > Settings > System** tab > **Backlight**.
2. On the **Brightness** tab, move the slider right to increase the brightness, or left to decrease the brightness.

Note You can also adjust the brightness of the backlight by tapping  on the Today screen.

To set the backlight to dim after a time delay

1. Tap **Start > Settings > System** tab > **Backlight**.
2. Tap the **Battery power** tab, or the **External power** tab.
3. Select the **Turn off backlight if device is not used for** check box, and specify the time delay.

To increase or decrease the size of text on the screen

1. Tap **Start** > **Settings** > **System** tab > **Screen** > **Text Size** tab.
2. Move the slider to increase or decrease the text size.

Button settings

To reassign programs or shortcuts to program buttons

Your device may come with programs already assigned to hardware buttons. You can customize these buttons to open the programs you use most, or to perform certain shortcuts such as changing the screen orientation, opening the Today screen, or opening Input Panel.

1. Tap **Start** > **Settings** > **Personal** tab > **Buttons**.
2. A list of buttons and their current assignments are displayed on the **Program Buttons** tab.
3. Tap the button you want to reassign. To help you identify the buttons, there are numbers and icons representing the original function of the button.
4. In the **Assign a program** box, tap the program or shortcut you want to assign.
5. Tap **OK**.

Word completion options

Word completion helps you enter text faster by suggesting words as you enter letters using the hardware keyboard or input methods. You can set the number of suggested words to display, when to show the word list, and more.

1. Tap **Start** > **Settings** > **Personal** tab > **Input** > **Word Completion** tab.
2. Make sure the **Suggest words when entering text** check box is selected.
3. By default, the suggested word list appears whenever you enter a space. To make the word list appear after letters are entered, select the number of letters that you want to be entered before displaying the word list.

4. The suggested word list shows up to four words by default. You can change the number of words to display in the suggested list.
5. Make sure the **Enable Auto Correct** check box is selected if you want mistyped words to be corrected automatically.

Tip The word database learns and adds more words as you enter new words during text entry. To delete the added words and reset the database back to the default, tap **Clear Stored Entries**.

Keyboard sliding sound

You can set your device to produce a sliding sound when you slide the hardware keyboard in or out.

1. Tap **Start > Settings > Personal** tab **> Keyboard Sliding Sound**.
2. Select the **Sliding sound** check box to enable the sound.
3. Tap the Down Arrow icon (▼) and select a style of sound from the list. Each style contains two sounds, one for sliding in and another for sliding out the keyboard.
4. You can preview the sound effect of the selected style by tapping the **Play** button (▶). It plays the slide-out sound first, and then the slide-in sound. To stop playback, tap the **Stop** button (■).

Alarms and notifications

To set an alarm

1. Tap **Start > Settings > System** tab **> Clock & Alarms > Alarms** tab.
2. Tap **<Description>** and enter a name for the alarm.
3. Tap the day of the week for the alarm. You can select multiple days by tapping each desired day.
4. Tap the time to open a clock and set the time for the alarm.
5. Tap the alarm icon () to specify the type of alarm you want. You can choose a flashing light, a single sound, a repeating sound, or vibration.
6. If you choose to play a sound, tap the list next to the **Play sound** check box and tap the sound you want.

To choose how to be notified about events or actions

1. Tap **Start** > **Settings** > **Personal** tab > **Sounds & Notifications**.
2. On the **Sounds** tab, choose how you want to be notified by selecting the appropriate check boxes.
3. On the **Notifications** tab, in **Event**, tap an event name and choose how you want to be notified by selecting the appropriate check boxes. You can choose from several options, such as a special sound, a message, or a flashing light.

Tip Turning off sounds and the flashing light helps conserve battery power.

Chapter 5

Synchronizing Information With Your Computer

5.1 About Synchronization

5.2 Setting Up Windows Mobile® Device Center on Windows Vista

5.3 Setting Up ActiveSync® on Windows XP

5.4 Synchronizing With Your Computer

5.5 Synchronizing via Bluetooth

5.6 Synchronizing Music and Video

5.1 About Synchronization

You can take information from your computer wherever you go by synchronizing them to your device. The following types of information can be synchronized between your computer and your device:

- **Microsoft® Office Outlook® information**, which include Outlook e-mail, contacts, calendar, tasks, and notes
- **Media**, such as pictures, music and video
- **Favorites**, which are the bookmarked links to your favorite Web sites
- **Files**, such as documents and other files

Before you can synchronize, you need to install and set up first the synchronization software on your computer. For more information, see "Setting Up Windows Mobile Device Center on Windows Vista™" if you are using Windows Vista™, or see "Setting Up ActiveSync on Windows XP" if you are using Windows XP®.

Ways to synchronize

After you have installed the synchronization software to your computer, connect and synchronize your device with your computer by using one of the following methods:

- Connect and synchronize using the supplied USB sync cable.
  Upon connecting the sync cable to your device and your computer, the synchronization process starts automatically.
- Connect and synchronize using Bluetooth.
  You must first set up a Bluetooth partnership between your device and your computer before you can synchronize information between them using Bluetooth. For more information about setting up a Bluetooth partnership, see Chapter 10. For information about synchronizing through Bluetooth, see "Synchronizing via Bluetooth" later in this chapter.

Try to synchronize frequently in order to keep information up-to-date in both your device and your computer.

Note You can also synchronize Outlook e-mail, contacts, calendar, and tasks on your device with the Exchange Server at your work. For more information about setting up your device to synchronize with the Exchange Server, see Chapter 8.

5.2 Setting Up Windows Mobile® Device Center on Windows Vista

Windows Mobile® Device Center is the replacement for Microsoft® ActiveSync® on Windows Vista™.

Note Some versions of Windows Vista come with Windows Mobile Device Center already installed. If Windows Mobile Device Center is not available on your Windows Vista, you can install it from the Getting Started Disc that came with your device.

Set up synchronization

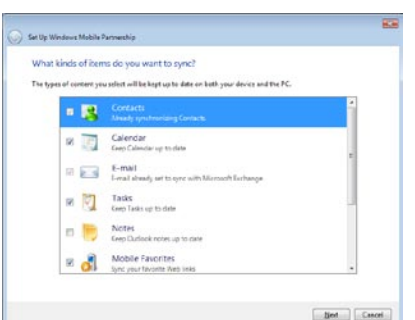
When you connect your device to your PC and start Windows Mobile Device Center for the first time, you are asked to create a Windows Mobile® partnership with your device. Follow the steps below to create a partnership.

1. Connect your device to your PC. Windows Mobile Device Center configures itself and then opens.
2. On the license agreement screen, click **Accept**.
3. On the Windows Mobile Device Center's Home screen, click **Set up your device**.



Note Choose **Connect without setting up your device** if you only want to transfer media files, check for updates, and explore your device but not sync Outlook information.

4. Select the information types that you want to synchronize, then click **Next**.



5. Enter a device name and click **Set Up**.

When you finish the setup wizard, Windows Mobile Device Center synchronizes your device automatically. Notice that Outlook e-mails and other information will appear on your device after synchronization.

Use Windows Mobile Device Center

To open Windows Mobile Device Center, click **Start > All Programs > Windows Mobile Device Center** on your Windows Vista computer.



On Windows Mobile Device Center, you can do the following:

- Click **Mobile Device Settings** to view and change synchronization settings.
- When you click **Pictures, Music and Video > __ new pictures/ video clips are available for import**, a wizard guides you to tag and transfer photos from your device to the Photo Gallery on your Windows Vista PC.
- Click **Pictures, Music and Video > Add media to your device from Windows Media Player** to your device to synchronize music and video files using Windows Media® Player. For more information, see "Using Windows Media® Player Mobile" in Chapter 11.
- Click **File Management > Browse the contents of your device** to view documents and files from your device.

Note See Windows Mobile Device Center Help for more information.

5.3 Setting Up ActiveSync® on Windows XP

The Getting Started Disc that comes with your device contains Microsoft ActiveSync 4.5 or later. Follow the steps in this section to install and set up ActiveSync on Windows XP or other compatible Windows systems.

Note For a list of compatible Windows systems, please go to http://www.microsoft.com/windowsmobile/activesync/activesync45.mspx.

Install ActiveSync

1. Insert the Getting Started Disc into the disc drive on your PC.
2. ActiveSync is available in English and several other languages. Select the desired language then click **Next**.
3. Click **Setup and Installation**.
4. Select the **ActiveSync** check box and click **Install**.
5. Read the license terms and click **Accept**.
6. When installation is complete, click **Done**.
7. On the Getting Started with Windows Mobile® screen, click **Close**.

Set up synchronization

Follow the steps below to set up a synchronization partnership.

1. Connect your device to your PC. The Synchronization Setup Wizard automatically starts and guides you to create a synchronization partnership. Click **Next** to proceed.
2. To synchronize your device with your PC, clear the **Synchronize directly with a server running Microsoft Exchange** check box then click **Next**.
3. Select the information types that you want to synchronize then click **Next**.
4. Select or clear the **Allow wireless data connections** check box according to your preference.
5. Click **Finish**.

When you finish the wizard, ActiveSync synchronizes your device automatically. Notice that Outlook e-mails and other information will appear on your device after synchronization.

5.4 Synchronizing With Your Computer

Connect and synchronize your device with your PC using the USB cable or Bluetooth connection.

Start and stop synchronization

You can manually synchronize either from your device or PC.

From your device

1. Tap **Start > Programs > ActiveSync**.
2. Tap **Sync**.

   To end synchronization before it completes, tap **Stop**.

Tip To delete a partnership with one PC completely, tap **Menu > Options**, tap the computer name, then tap **Delete**. Your device must not be connected to the PC for this option to be available.

From Windows Mobile Device Center

1. Click **Start > All Programs > Windows Mobile Device Center**.
2. Click  at the lower left of the Windows Mobile Device Center.

   To end synchronization before it completes, click  .

From ActiveSync on your PC

When you connect your device to your PC, ActiveSync automatically opens on your PC and synchronizes.

- To manually start synchronization, click  .
- To end synchronization before it completes, click  .

Change which information is synchronized

You can change the information types and the amount of information to synchronize for each type either on your device or your PC. Follow the steps below to change synchronization settings on your device.

Note Before changing synchronization settings on your device, disconnect it from your PC.

1. In ActiveSync on your device, tap **Menu > Options**.
2. Select the check box for any items you want to synchronize. If you cannot select a check box, you might have to clear the check box for the same information type elsewhere in the list.
3. To change synchronization settings for an information type, for instance, **E-mail**, select it and tap **Settings**.

   You can then set the download size limit, specify the time period of information to download, and more.

Notes

- Some information types such as Favorites, Files and Media cannot be selected in ActiveSync Options on your device. You can only select or clear these items from your PC's Windows Mobile Device Center or ActiveSync.
- A PC can have sync partnerships with many different Windows Mobile® powered devices, but a device can have sync partnerships with at most two PCs only. To ensure that your device will synchronize properly with both PCs, set up the second PC using the same synchronization settings you used on the first PC.
- Outlook e-mail can be synchronized with only one computer.

Troubleshoot sync connection problem

When the PC is connected to the Internet or a local network, in some cases, the PC may disconnect the connection with your device in favor of the Internet or network connection.

If this happens, tap **Start > Settings > Connections** tab **> USB to PC**, then clear the **Enable advanced network functionality** check box. This makes your PC utilize a serial USB connection with your device.

The **USB to PC** () icon appears on the Today Screen when serial USB connection is used.

5.5 Synchronizing via Bluetooth

You can connect and synchronize your device with the PC using Bluetooth.

To synchronize with a computer via Bluetooth

1. Set up Windows Mobile Device Center or ActiveSync on your PC to synchronize through Bluetooth. See the program's Help for instructions.
2. On your device, tap **Start > Programs > ActiveSync**.
3. Make sure that Bluetooth on both your device and the computer are turned on and set to visible mode. For more information, see "Bluetooth" in Chapter 10.
4. Tap **Menu > Connect via Bluetooth**. Make sure the Bluetooth function of both your device and the computer are turned on and set to visible mode.
5. If this is the first time you have connected to this computer via Bluetooth, you must first complete the Bluetooth wizard on your device and set up a Bluetooth partnership between your device and the computer. For more information about creating a Bluetooth partnership, see "Bluetooth partnerships" in Chapter 11.

Notes

5.6 Synchronizing Music and Video

If you want to carry your music or other digital media along with you while you travel, set up Windows Media® Player on your computer to synchronize music and video with your device.

Other than selecting the **Media** information type to be synchronized, all media synchronization settings must be set in Windows Media® Player. Before media can be synchronized, you must do the following:

- Install Windows Media® Player Version 11 on the PC. (Windows Media® Player 11 works only in Windows XP or later versions).
- Connect your device to the PC with a USB cable. If your device is currently connected using Bluetooth, you must end that connection before media can be synchronized.
- Set up a sync partnership between your device and your PC's Windows Media® Player.

For more information about using Windows Media® Player on your device, see Chapter 11.

Chapter 6

Organizing Contacts, Appointments, Tasks, and Other Information

6.1 Managing Your Phonebook

6.2 Contacts

6.3 SIM Manager

6.4 Calendar

6.5 Tasks

6.6 Notes

6.7 Voice Recorder

6.1 Managing Your Phonebook

Your PDA phone gives you several ways to store and manage phone numbers and other information about your contacts.

- Use **Contacts** to create and save contacts on your device's memory or your SIM card.
- Use **SIM Manager** to store and manage SIM contacts.

6.2 Contacts

Contacts is your address book and information storage for the people and businesses you communicate with. There are two types of contacts that you can create on your device:

- **Microsoft® Office Outlook® contacts**. Contacts that are stored on your device, which can be created on your device or synchronized with your PC or the Exchange Server. For each contact, you can store phone numbers, e-mail addresses, instant messaging (IM) names, company and home addresses, and information such as a job title, birthday, and a lot more. You can also add a picture and assign a ring tone to an Outlook contact.
- **SIM contacts**. Contacts that are stored on the SIM card. Only the name and a phone number can be stored for each entry.

Add new contacts

To add a contact on your device

1. Tap **Start** > **Contacts**.
2. Tap **New**, select **Outlook Contact**, and enter the contact information.



3. In the

5. To assign a ring tone to the contact, tap the **Ring tone** field, scroll through the list of tones, then select a desired tone.
6. When finished, tap **OK**.

Tips

- If someone who is not in your list of contacts calls you, you can create a contact from Call History by tapping and holding a phone number and then tapping **Save to Contacts** from the shortcut menu.
- To save a phone number that is contained in a message, tap the phone number, then tap **Menu > Save to Contacts**.
- To edit contact information, tap the contact name then tap **Menu > Edit**.

To add a contact to your SIM card

1. Tap **Start > Contacts**.
2. Tap **New** then select **SIM Contact**.
3. Enter a contact name and phone number.
4. Tap **OK**.

Tip You can also use the SIM Manager to add and edit contacts on your SIM card. For more information, see "SIM Manager" later in this chapter.

Organize and search

To group similar contacts

You can group similar contacts for easier management by assigning them to categories.

1. Create a new Outlook contact, or select an existing Outlook contact to edit.
2. Tap **Categories**.
3. Select a preset category such as Business or Personal, or tap **New** to create your own category.
4. When finished, tap **OK**.

To view contacts by category, tap **Menu > Filter** then select the desired category.

Note If your contact list has been filtered by a category, that category is automatically assigned when you create a new contact.

To work with the contact list

There are several ways to use and customize the contact list. Here are a few tips:

1. Tap **Start > Contacts**.
2. In the contact list, do any of the following:
   - In Name view, you can search for a contact by entering a name or number, or by using the alphabetical index. To switch to Name view, tap **Menu > View By > Name.**
   - To see a summary of information about a contact, tap the contact. From there you can also make a call or send a message.
   - To see a list of available actions for a contact, tap and hold the contact.
   - To see a list of contacts employed by a specific company, tap **Menu > View By > Company**, then tap the company name.

To find a contact on your device

There are several ways to find a contact when your contact list is long.

1. Tap **Start > Contacts**.
2. If you are not in Name view, tap **Menu > View By > Name**.
3. Do one of the following:
   - Begin entering a contact name in the provided text box until the contact you want is displayed. To show all contacts again, clear the text box.
   - Use the alphabetical index displayed at the top of the contact list.
   - Filter the list by categories. In the contact list, tap **Menu > Filter**, then tap a category you've assigned to a contact. To show all contacts again, select **All Contacts**.

Share contact information

To beam a contact's details

You can quickly send contact information to another mobile phone or device through Bluetooth beaming.

1. Tap **Start > Contacts**, then select a contact.
2. Tap **Menu > Send Contact > Beam**.
3. Select a device where to beam the contact to.

Note Before you can beam, make sure Bluetooth is turned on and set to visible mode on your device and the target mobile device. You can also beam contact information to your PC. For more information, see "Bluetooth" in Chapter 10.

To send contact information via text messaging

1. Tap **Start > Contacts**, then select a contact.
2. Tap **Menu > Send Contact > Messages**.
3. Select the contact information you want to send, then tap **Done**.
4. In the new text message, enter the mobile phone number of the recipient, then tap **Send**.

To send contact information as a vCard

A vCard (virtual business card) is a standard file format used for exchanging contact information. vCard files can be exported to Outlook on the PC. From your device, you can send a vCard containing contact information as a file attachment in an MMS message.

1. Tap **Start > Contacts**, then select a contact.
2. Tap **Menu > Send as vCard**.
3. A new MMS message is created with the vcard file attached. Enter the mobile phone number or e-mail address of the recipient then tap **Send**.

For more information, see "MMS" in Chapter 7.

6.3 SIM Manager

SIM Manager allows you to view the contents of your SIM card, transfer contacts from your SIM card to your device or vice versa, and make a call to a SIM contact.

To create a contact on your SIM card

1. Tap **Start > Programs > Tools > SIM Manager**.
2. Tap **New** and enter a contact name and phone number.
3. Tap **Save** to save the information on your SIM card.

Tip: To change contact information on your SIM card, tap a SIM contact and edit it. After modifying, tap **Save**.

To copy SIM contacts to your device

If you have saved contacts on your SIM card, you can copy them into Contacts on your device.

1. Tap **Start > Programs > Tools > SIM Manager**.
2. Select the desired item, or select all SIM contacts by tapping **Menu > Select All**.
3. Tap **Menu > Save to Contacts**.

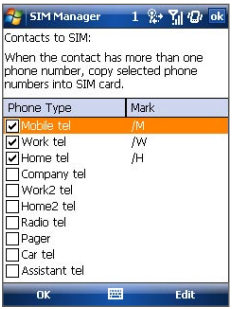
To copy contacts to the SIM card

Only one phone number per contact name can be stored on a SIM card. When you copy a contact that has several phone numbers to your SIM card, SIM Manager saves each number under a separate name.

To save each number under a different contact name on the SIM card, SIM Manager appends an indicator at the end of each name. By default, /M, /W and /H are appended to indicate mobile, work and home phone numbers respectively. You can edit this indicator first before you start copying contacts to your SIM card. Indicators of the other types of phone numbers are left empty for you to define them.

1. Tap **Start > Programs > Tools > SIM Manager**, then tap **Menu > Tools > Options**.
2. Select the check boxes of the types of phone numbers that you want to be added to the SIM card.

3. Under the **Mark** column, you can change the indicator that will be appended to the SIM contact names for each phone number type. To do so, select a phone type, tap **Edit**, enter your desired indicator, then tap **Save**.
4. After modifying, tap **OK**.
5. Tap **Menu > Contacts to SIM**.
6. Select the check boxes of the contact's phone numbers that you want to copy to your SIM card, then tap **Save**.



To store your SIM card's phone number

1. On the SIM Manager screen, tap **Menu > Tools > List of Own Numbers**.
2. Tap [**Voice Line 1**]. You can also tap and select other lines to personalize.
3. Change the name, if desired, then enter your mobile phone number.
4. Tap **Save**.

When your phone number is stored on the SIM card, it will appear on the SIM Manager screen.



6.4 Calendar

Use **Calendar** to schedule appointments, including meetings and other events. Your appointments for the day can be displayed on the Today screen. If you use Outlook on your PC, you can synchronize appointments between your device and PC. You can also set Calendar to remind you of appointments with a sound or flashing light, for example.

Create appointments

To schedule an appointment

1. Tap **Start > Calendar**.
2. Tap **Menu > New Appointment**.
3. Enter a name for the appointment.
4. Do one of the following:
   - If it is a special occasion such as a birthday or a whole-day event, set the **All Day** option to **Yes**.
   - If there is a time frame for the appointment, select the start and end dates and time.
5. Specify the type of category for your appointment, so that it can be grouped with other related appointments. Tap **Categories**, then select a preset category (Business, Holiday, Personal, or Seasonal), or tap **New** to create your own category.
6. When finished, tap **OK** to return to the calendar.

Notes
- All-day events do not occupy blocks of time in Calendar; instead, they appear in banners at the top of the calendar.
- To cancel an appointment, tap the appointment and tap **Menu > Delete Appointment**.

Tips To have the time entered automatically in Day view, tap the time slot for the new appointment, and tap **Menu > New Appointment.**

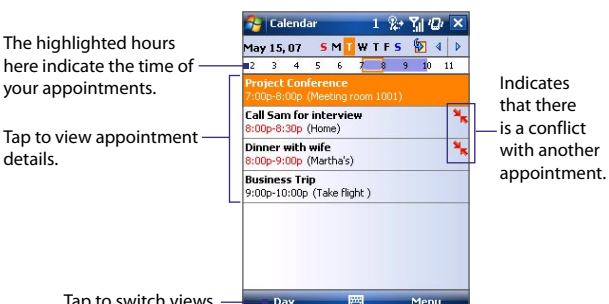
To set a default reminder for all new appointments

You can have a reminder automatically turned on for all new appointments you schedule.

1. Tap **Start** > **Calendar**.
2. Tap **Menu** > **Tools** > **Options** > **Appointments** tab.
3. Select the **Set reminders for new items** check box.
4. Set the time when you want the reminder to alert you.
5. Tap **OK** to return to the calendar.

View appointments

By default, Calendar displays appointments in **Agenda** view. You can also look at your appointments in **Day**, **Week**, **Month**, and **Year** views.



Agenda view

- To see detailed appointment information in any view, tap the appointment.
- To view appointments by category, tap **Menu** > **Filter** then select the desired category.
- To change the default view that Calendar uses to display appointments, tap **Menu** > **Tools** > **Options** > **General** tab. Tap the **Start in** box then choose the calendar view.

- When in Month view, you will see the following indicators:



Morning appointment

Afternoon or evening appointment

Both morning and afternoon/evening appointments

All-day event

Send appointments

To send a meeting request

Use Calendar to schedule meetings via e-mail with contacts who use Outlook or Outlook Mobile.

1. Tap **Start > Calendar**.
2. Schedule a new appointment, or open an existing one and tap **Edit**.
3. Tap **Attendees** then add the contacts whom you want to invite.

   Note You can specify if an attendee is required or optional only if your device is connected to a Microsoft Exchange 2007 server. Otherwise, all attendees are designated as required. For more information, see Chapter 8.

4. Tap the name of the contact you want to invite.
5. To invite each additional attendee, tap **Add Required Attendee** or **Add Optional Attendee** and tap the name.
6. Tap **OK** to send.

Tip To choose the e-mail account to use for sending meeting requests, tap **Menu > Tools > Options > Appointments** tab. Tap the **Send meeting requests via** box and choose to send via your Outlook E-mail or POP3/IMAP4 account.

Notes

- If you're sending the meeting request using your Outlook E-mail account, it will be sent to the attendees the next time you synchronize your device with your PC or Exchange Server.
- When attendees accept your meeting request, the meeting is automatically added to their schedules. When their response is sent back to you, your calendar is updated as well.

To send appointment details as a vCalendar

A vCalendar is a standard file format used for exchanging scheduling and task information. vCalendar files can be exported to Outlook on the PC.

Tap **Menu > Send as vCalendar** to send a vCalendar containing appointment details as a file attachment in an message. For more information, see "MMS" in Chapter 7.

6.5 Tasks

Use **Tasks** to keep track of things you need to do. A task can occur once or repeatedly (recurring). You can set reminders for your tasks and you can organize them using categories.

Your tasks are displayed in a task list. Overdue tasks are displayed in red.

To create a task

1. Tap **Start > Programs > Tasks**.
2. Tap **Menu > New Task**, enter a subject for the task, and fill in information such as start and due dates, priority, and so on.
3. Specify the type of category for your task, so that it can be grouped with other related tasks. Tap **Categories**, then select a preset category (Business, Holiday, Personal, or Seasonal), or tap **New** to create your own category.
4. When finished, tap **OK**.

Tip You can easily create a short, to-do type task. Simply tap the **Tap here to add a new task** box, enter a subject, and tap the Enter button on the on-screen keyboard. If the task entry box is not available, tap **Menu > Options** and select the **Show Tasks entry bar** check box.

To change the priority of a task

Before you can sort tasks by priority, you need to specify a priority level for each task.

1. Tap **Start > Programs > Tasks**.
2. Tap the task you want to change the priority for.

3. Tap **Edit**, and in the **Priority** box, tap a priority level.
4. Tap **OK** to return to the task list.

Note All new tasks are assigned a Normal priority by default.

To set a default reminder for all new tasks

You can have a reminder automatically turned on for all new tasks you create.

1. Tap **Start > Programs > Tasks**.
2. Tap **Menu > Options**.
3. Select the **Set reminders for new items** check box.
4. Tap **OK** to return to the task list.

Note The new tasks must have due dates set in order for the reminder to take effect.

To show start and due dates in the task list

1. Tap **Start > Programs > Tasks**.
2. Tap **Menu > Options**.
3. Select the **Show start and due dates** check box.
4. Tap **OK**.

To locate a task

When your list of tasks is long, you can display a subset of the tasks or sort the list to quickly find a specific task.

1. Tap **Start > Programs > Tasks**.
2. In the task list, do one of the following:
   - Sort the list. Tap **Menu > Sort By**, and tap a sort option.
   - Filter the list by category. Tap **Menu > Filter**, and tap the category you want displayed.

Tip To filter your tasks further, tap **Menu > Filter > Active Tasks** or **Completed Tasks**.

To send task information as a vCalendar

Tap **Menu > Send as vCalendar** to send a vCalendar containing task details as a file attachment in an MMS message. For more information, see "MMS" in Chapter 7.

6.6 Notes

Notes helps you to quickly capture thoughts, questions, reminders, to-do lists, and meeting notes. You can create handwritten and typed notes, record voice notes, convert handwritten notes to text for easy readability, and send notes to others.

Enter information in Notes

There are several ways to enter information in a note. You can enter typed text by using the on-screen keyboard or handwriting recognition software. You can use the stylus to write or draw directly on the screen.

To set the default input mode for Notes

If you frequently add drawings to your notes, you may find it helpful to set **Writing** as the default input mode. If you prefer typed text, select **Typing**.

1. Tap **Start > Programs > Notes**.
2. In the note list, tap **Menu > Options**.
3. In the **Default mode** box, tap one of the following:
   - **Writing** if you want to draw or enter handwritten text in a note.
   - **Typing** if you want to create a typed note.
4. Tap **OK**.

To create a note

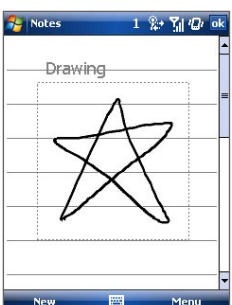
1. Tap **Start > Programs > Notes**. In the note list, tap **New**.
2. Tap the **Input Selector** arrow next to the **Input Method** icon on the menu bar, tap the input method you want, and enter your text.
3. If the **Input Selector** arrow is not displayed, tap the **Input Method** icon.
4. When finished, tap **OK** to return to the note list.

Notes

- To select handwritten text, tap and hold next to the writing. As soon as dots appear, and before they form a complete circle, quickly drag across the writing.
- If a letter crosses three ruled lines, it is treated as a drawing rather than text.

To draw in a note

1. Tap **Start** > **Programs** > **Notes**.
2. In the note list, tap **New**.
3. To draw on the screen, use the stylus like a pen.



Drawing on the screen

4. A selection box appears around your drawing.
5. When finished, tap **OK** to return to the note list.

Note To select a drawing (for example, to copy or delete it), tap and hold the drawing briefly. When you lift the stylus, the drawing is selected.

Record a voice note

You can create a stand-alone recording (voice note) or you can add a recording to a note.

To create a voice note

1. Tap **Start > Programs > Notes**.
2. Do one of the following:
   - To create a stand-alone recording, record from the note list.
   - To add a recording to a note, create or open a note.
3. If you do not see the Recording toolbar, tap **Menu > View Recording Toolbar**.
4. Tap the **Record** icon (●) to begin recording.
5. Hold your device's microphone near your mouth or other source of sound.
6. Tap the **Stop** icon (■) when finished recording.
7. If you are adding a recording to a note, tap **OK** to return to the note list when finished.
8. If you are recording in an open note, an icon will appear in the note.
9. If you are creating a stand-alone recording, the recording will appear in the note list.

To change recording formats

1. Tap **Start > Settings > Personal** tab **> Input**.
2. Tap the **Options** tab, and select the desired format you want in the **Voice recording format** list.
3. Tap **OK**.

Note You can also change recording formats from within Notes. In the note list, tap **Menu > Options > Global Input Options** link (at the bottom of the page), then tap the **Options** tab.

6.7 Voice Recorder

Voice Recorder lets you record your voice and then quickly send it in an MMS or e-mail, beam it, or set the recorded voice as your ringtone.

Note Voice Recorder saves voice recordings in AMR-NB (Adaptive Multi-Rate Narrowband) format only. This is a common speech audio format used in mobile devices.

To record your voice

1. Tap **Start > Programs > Tools > Voice Recorder**.
2. Hold the device's microphone near your mouth.
3. Tap **Record** or  to start recording a voice clip. You can tap **Pause** to temporarily stop recording. When you want to continue recording, tap **Resume**.
4. Tap **Stop** to stop recording.

All recordings are saved in the **My Voices** folder by default. You can choose another folder to save voice recordings by tapping beside the folder name on the top-left of the screen and then in the menu, choose the folder where to save future recordings.

To play back a voice recording

1. On the Voice Recorder screen, select the voice recording you want to play back.
2. Tap  . You can also double-tap the voice recording to play it back.

Notes
- Tap  to increase the volume; Tap  to decrease the volume.
- Tap  to toggle between muting and unmuting the volume.

To send the voice recording through MMS

1. On the Voice Recorder screen, select the voice recording you want to send.
2. Tap **Menu > Send via MMS**. A new MMS message is then created with the voice recording automatically inserted as an audio clip.

See "MMS" in Chapter 7 to learn how to compose and send MMS messages.

To send the voice recording via e-mail

1. On the Voice Recorder screen, select the voice recording you want to send.
2. Tap **Menu > Send > Outlook E-mail**. This opens Outlook E-mail with the voice recording automatically inserted as a file attachment in a new e-mail message.

See "Using E-mail" in Chapter 7 to learn how to compose and send e-mail messages.

To beam the voice recording

1. On the Voice Recorder screen, select the voice recording(s) you want to beam.
2. Tap **Menu > Beam File**.
3. Tap the device you want to send the voice recording(s) to.
4. On the other device, accept the file transfer to receive the file.

To set the voice recording as a ring tone

1. On the Voice Recorder screen, select the voice recording you want to set as your device's ring tone.
2. Tap **Menu > Set as Ringtone**.

To rename or move a recording

1. On the Voice Recorder screen, select the voice recording you want to rename or move to another location.
2. Tap **Menu > Rename/Move**.
3. Enter the new **Name** for the voice recording.
4. To move the voice recording, select the new destination **Folder** and **Location**.
5. Tap **OK**.

Tip If multiple voice recordings are selected, you can only move the files but not rename them.

Chapter 7

Exchanging Messages

7.1 Messaging

7.2 Text Messages

7.3 MMS

7.4 Types of E-mail Accounts

7.5 E-mail Setup Wizard

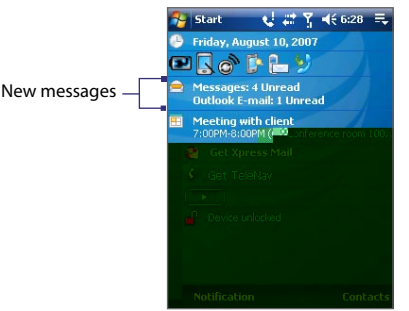
7.6 Set up Xpress Mail

7.7 Using E-mail

7.8 Using Keyboard Shortcuts

7.1 Messaging

Messaging is where your text messages (SMS), multimedia messages (MMS), and e-mails are located. When you receive new messages, you can open them from the Today screen. Simply tap the type of message that you want to open.



To select a messaging account

Do one of the following:

- Tap **Start** > **Programs** > **Messaging** > **Messaging**. The Account Picker screen then appears where you can select an account.
- While you are in a message list of a certain account, for example **Messages**, tap **Menu** > **Go To** to switch to other types of messaging accounts.



Account Picker screen

To configure message account settings

- Tap **Menu** > **Options** on the Account Picker screen; or
- Tap **Menu** > **Tools** > **Options** while you're in a message list.

7.2 Text Messages

Send short text messages (SMS) up to 160 characters long to other mobile phones. For quicker and easier typing, use the sliding keyboard to enter your message.

Send text messages

To compose and send a text message



1. Tap **Start > Programs > Messaging > Messaging > Messages**.
2. Tap **Menu > New > Text Message**.
3. Enter the mobile phone number of one or more recipients, separating them with a semicolon. To access mobile phone numbers from Contacts, tap **To**.
4. Enter your message.
   - To quickly add common messages, tap **Menu > My Text** and tap a desired message.
   - To check the spelling, tap **Menu > Spell Check**.
5. Tap **Send**.

Tips

- To enter symbols, tap **Shift** using the on-screen keyboard then tap a symbol, or use the Symbol Pad. For more information about entering text and symbols, see Chapter 2.
- If you want to know when a text message is received, before sending the message that you are composing, tap **Menu > Message Options** then select the **Request message delivery notification** check box.

  To always receive a delivery notification, tap **Menu > Tools > Options** in the text message list, tap **Messages**, then select the **Request delivery notifications** check box.

Receive text messages

Text messages are automatically received when the phone function is turned on. When the phone is turned off, text messages are held by your wireless service provider until the next time the phone is turned on.

Copy text messages from and to the SIM card

1. Tap **Start > Programs > Messaging > Messaging > Messages**.
2. In the message list, select the text message you want to copy.
3. Do one of the following:
   - To copy a text message to the SIM card, tap **Menu > Copy to SIM**.
   - To copy a text message from the SIM card to your device, tap **Menu > Copy to Phone**.

Note Text messages stored on your SIM card are automatically displayed in the Inbox folder. Copying them to your device results in duplicate messages in the Inbox folder when your SIM card is in use.

7.3 MMS

Sending picture messages (MMS) to your friends and family is fun and easy. You can include pictures, video, and an audio clip in a picture message.

Notes
- Please note that picture messaging is a charged service and has to be provisioned on your mobile account. Please contact your wireless service provider to have MMS provisioned as part of your calling plan.
- Please make sure the size of MMS messages that you send is within the limits allowed by your wireless service provider.

To access picture messages on your device

Tap **Start > Programs > Messaging > Messaging > Messages**.

Change MMS settings

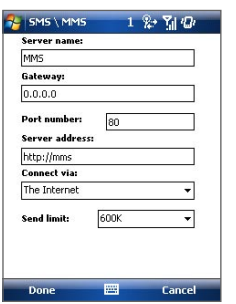
When you purchase your device, it is already preset with your wireless service provider's MMS settings. If you accidentally lost the preset settings or you want to add another wireless service provider, you can configure the settings while composing a MMS message.

To configure picture message settings

1. Tap **Start** > **Programs** > **Messaging** > **Messaging** > **Messages**.
2. Tap **Menu** > **MMS Options**. The Settings screen then appears.
3. In the **Preferences** tab, select or clear the provided check boxes according to your needs. You can choose to download picture messages in both your home and roaming network, keep track of your MMS messages, request a delivery or read receipt report, set the resolution for images that you send, and more.
4. Tap the **Servers** tab and check if your device is preset with MMS server settings.

   If there are no preset settings, tap **New** and enter the following information, which you can get from your other wireless service provider:





- **Server name**. A descriptive name, such as your wireless service provider name.
- **Gateway**. Location of the MMS server, which is usually in the form of an IP address.
- **Port number**. HTTP port number used for connecting to the MMS server and for file transfer.
- **Server address**. URL address of the server where MMS messages are stored.
- **Connect via**. Select the connection that your device uses for MMS messages.

- **Send limit**. Select the maximum MMS message size allowed by your wireless service provider.

5. Tap **OK**.

Note

- If your device already has preset MMS settings, it is recommended that you do not change these settings. If you change the preset settings, your device may not be able to send and receive MMS messages.
- If you add several MMS message service providers to the Settings screen, you can choose one as your default provider. Select the provider's name in the list then tap **Set As Default**.

Create and send MMS messages

You can compose MMS messages in a combination of slides, where each slide can consist of a photo, video or audio clip, and/or text.

To compose a picture message

1. Tap **Start > Programs > Messaging > Messaging > Messages**.
2. Tap **Menu > New > Multimedia Message**.
3. When you see the Choose a MMS screen, tap a preset template, or tap **Custom** to open a blank MMS message.

   Note If you prefer to always create a blank MMS message, select the **Always choose custom** check box.

4. In **To**, enter the recipient's phone number or e-mail address directly, or tap **To**, **Cc**, or **Bcc** to choose a phone number or an e-mail address from Contacts.
5. Enter a subject for your message.
6. Tap the **Insert** icon ( ) to select and insert a photo or video clip.

When selecting a photo or video clip, you can:

- Tap **Menu > View** to view it first, then tap **Select** to insert the selected photo or video clip into the picture message you are composing.
- Tap  to take a photo (optional) and insert it into the picture message.
- Tap  to record an MMS video clip (optional) and insert it into the picture message.
- Tap the **Exit** icon () to quit selection and return to the picture message.

7. Enter text and insert audio clips by tapping the respective areas. See "To add text to a picture message" and "To add an audio clip to a picture message" for details.
8. To add more slides, tap  or tap **Menu > Slides > Insert Slide**. Repeat steps 5 and 6 to insert a photo/video, text, and audio into each slide that you added.

   While on a slide, you can:

   - Tap  to preview the slide.
   - Tap  to go to the previous slide.
   - Tap  to go to the next slide.
9. While composing a picture message, you can also do the following:
   - Tap **Menu > Options > Background** to choose a background color from the list.
   - Tap **Menu > Options > Text Layout**, then choose whether to place the text above, below, to the left or right of the photo/video.
   - Tap **Menu > Options > Send Options** to specify the sending time, expiration, priority, category, and other settings for a message.
   - Tap **Menu > Attachment** to include a contacts card, calendar appointment, or any file as an attachment.
10. Tap **Send** to send the picture message.

Notes You can also send an MMS message directly from the Pictures & Videos or Camera program (optional). Do one of the following:

- In Pictures & Videos, select a picture from My Pictures, and tap **Menu > Send via MMS**.
- Capture a photo or an MMS video clip using the camera (optional), and tap the **Send** icon ( ). In the Send File dialog box, tap **Send via MMS**.

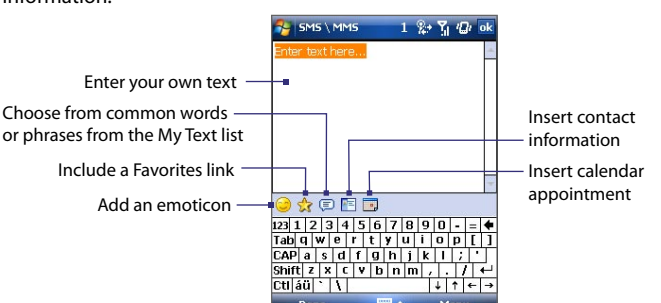
To create an MMS message from a template

While on an MMS message, tap **Menu > Template > Select a Template** to compose a message using a predefined template.

Note To save a message as a template, open the message and tap **Menu > Template > Save as Template**.

To add text to an MMS message

When you tap **Insert text here** on your picture message, an empty screen appears where you can enter your text. You can insert the following types of information:



Tip To edit or delete a phrase on the My Text list, tap and hold a string, then tap **Edit** or **Delete** from the shortcut menu. To create and add a new phrase to the list, tap **New**.

To add an audio clip to an MMS message

You can add one audio clip per slide in your MMS message.

1. Tap **Insert audio**.

   By default, My Documents will be shown. Tap My Music or another folder that contains audio files. When navigating folders, tap the Down arrow (▼) to return to the upper folder.

2. Select an audio file. When selected, you can:

   - Tap ▶ to play the audio clip.
   - Tap ⏸ to pause, or tap ■ to stop playback.
   - Tap **Select** to insert it into your picture message.
   - Tap the **Exit** icon (✕) to quit selection and return to your picture message.
   - To record a new audio clip and add it to your picture message, tap . The Record pop-up window then opens. Tap **Record** to start recording, and **Stop** to end the recording. Tap **Play** to listen to the recorded audio clip, then tap **Add**. The new audio clip is then inserted into your picture message.

View and reply MMS messages

To view an MMS message

- Use the playback controls ▶, ⏸, and ■.
- Tap **Contents** to see a list of files included in the message. On the Message Contents screen, you can do the following:
  - To save a file, select it, and tap **Menu > Save**.
  - To save the contents of a text file to the My Text list, tap **Menu > Save into My Text**.
  - To associate a photo to one of your contacts, tap **Menu > Assign to Contact**.

To reply to an MMS message

Tap **Menu > Reply** to reply to the sender of the message, or tap **Menu > Reply All** to reply to all persons listed in To, Cc, and Bcc of the message.

To block a phone number from sending you MMS messages

If you do not want to receive MMS messages from a particular sender, you can add the sender's phone number to the MMS Blacklist.

1. When you receive a new MMS message, open and view the message.
2. To avoid receiving MMS messages from this sender next time, tap **Menu** > **Show > Message Detail**.
3. On the MMS Detail screen, tap **Menu** > **Show Contact Details**.
4. Tap **Menu > Save to Blacklist**.
5. Tap **Done**.

Tip You can view the Blacklist only when you're creating a new MMS message. On an MMS message created, tap **Menu > Message Options > Blacklist** tab.

To unblock a phone number and allow the sender to send you MMS messages, remove the number from the Blacklist. Tap and hold the phone number in the Blacklist then tap **Delete**.

7.4 Types of E-mail Accounts

Before you can send and receive e-mail, you need to set up your e-mail account on your device. You can set up the following types of e-mail accounts on your device:

- Outlook e-mail that you synchronize with your PC or your company's Exchange Server.
- E-mail account that you have from an Internet Service Provider (ISP).
- Web-based e-mail accounts such as Yahoo!® Mail, AOL®, etc.
- Work account that you access using a VPN connection.

7.5 E-mail Setup Wizard

Windows Mobile's E-mail Setup Wizard lets you easily set up your personal and work e-mail accounts. You can add an e-mail account from an Internet Service Provider (ISP) or other e-mail provider as well as Web-based accounts such as Gmail®, Yahoo!® Mail Plus, AOL®, etc.

Note For more information about setting up your company Outlook e-mail account, see Chapter 8.

Set up your device to synchronize Microsoft® Office Outlook® e-mail with the computer

If you have installed the synchronization software on your PC and created a partnership with your device, then your device is ready to send and receive Outlook e-mail. If you have not yet installed the synchronization software nor created a partnership, please do so by following the procedures in Chapter 5.

Tip To set up your company e-mail account so that you can access Outlook e-mail messages wirelessly, you must set up your device to synchronize via a wireless LAN or over-the-air connection with your company's Exchange Server. For more information about synchronizing with your company e-mail server, see Chapter 8.

Set up a POP3 or IMAP4 e-mail account

Set up a POP3 or IMAP4 e-mail account on your device if you have an e-mail account from an Internet service provider (ISP) or other e-mail provider, or a Web-based account such as Gmail, Yahoo! Mail Plus, etc. You can also add a work account that you access using a VPN server connection as a POP3/IMAP4 account.

1. Tap **Start > Programs > Messaging > Messaging > New E-mail Account**.
2. Enter your e-mail address, and select the **Try to get e-mail settings automatically from the Internet** check box. By selecting the option, the device attempts to download e-mail server settings so that you do not need to enter them manually. Tap **Next**.
3. After Auto Setup finishes, tap **Next**.

Note If Auto Setup is unsuccessful, select **Internet e-mail** from the **Your e-mail provider** list on the next screen. You will also be asked to enter e-mail server settings during the setup process. See "To specify e-mail server settings" for details.

4. Enter your name. You can also edit the **Account display name** field to specify the name of your ISP or e-mail provider. Tap **Next**.
5. Enter your login name if it does not show automatically in the **User name** field. Also enter your password, and select the **Save password** check box. Tap **Next**.
6. At this point, e-mail setup is complete. In the **Automatic Send/ Receive** list, choose how frequent you want e-mail messages to be automatically sent and downloaded on your device.

   Note Tap **Review all download settings** to select download options, set the e-mail format as HTML or plain text, and more. For more information, see "To customize download and format settings."
7. Tap **Finish**.

To specify e-mail server settings

If Auto Setup is unsuccessful, contact your ISP or e-mail provider for the **Incoming mail server** and **outgoing mail server settings** so you can enter them on your device.

Other options that you can select include the following:

- Select the **Outgoing server requires authentication** check box, if required by your provider.
- If the outgoing e-mail server requires a different user name and password for sending e-mail, clear the **Use the same user name and password for sending e-mail** check box. You will be prompted to enter these information.
- Tap **Advanced Server Settings**, then select the **Require SSL** check boxes if your e-mail provider uses an SSL connection for more secured e-mail.

  From the **Network connection** list, select the data connection that you use for connecting to the Internet.

To customize download and format settings

Before you tap **Finish** when setting up your POP3 or IMAP4 e-mail account, you can tap **Review all download settings** to choose download options, message format, and other settings.

Options	Description
Automatic Send/Receive	You can select a time interval for connecting to the Internet automatically to send and receive messages.
Download messages	Set the number of days of messages that you want to be downloaded to your device.
Send/receive when I click Send	By default, messages are immediately delivered when you tap **Send**. If you prefer to save outgoing messages to the Outbox folder first, clear the check box. (In this case, you will need to manually send messages by tapping **Menu > Send/Receive**).
Use automatic send/ receive schedule when roaming	This allows your device to data roam when there is a set time interval for connecting to the Internet automatically. Since this may result in higher connection costs, you may want to leave the check box cleared.
When deleting messages	Choose whether to delete messages from the mail server when you delete them on your device.
Message format	Select HTML or Plain Text.
Message download limit	Select the e-mail download size. If you have large volumes of e-mail, use a lower size or select to download headers only.

7.6 Set up Xpress Mail

Xpress Mail allows users to gain access to both their personal and work e-mail on a single device allowing users to best manage multiple e-mail accounts and keep up to date with their most current messages. Xpress Mail has a quick and simple setup model that delivers 5-click on-device registration of personal e-mail accounts and a streamlined corporate e-mail set-up process. Xpress Mail Personal Edition allows PDA and Smartphone users to easily set up and access their personal and/or corporate e-mail as well as to have it pushed automatically to their device.

Personal e-mail setup in 5 clicks

With Xpress Mail, personal e-mail is just 5 clicks away. Just enter your mobile number, choose your personal e-mail provider, provide your user name and password, and go. It's just that simple. Xpress Mail's 5-click personal e-mail setup supports 13 popular ISP's, including Yahoo!, AOL, MSN Hotmail, Comcast, Earthlink, BellSouth, covering over 90% of all personal e-mail accounts in the U.S. Xpress Mail also includes a custom setup process for other POP3 e-mail providers.

Self-service corporate e-mail setup

In additional to easy access to personal e-mail, Xpress Mail continues to provide self-service access to corporate e-mail (through use of desktop software). The setup process for corporate e-mail is streamlined into just three simple steps:

1. Activate your account at http://xpressmailpe.cingular.com
2. Download and install the Xpress Mail desktop software
3. Register your device through the same on-device wizard used for personal e-mail setup

With Xpress Mail, users have access to their corporate e-mail, calendar, company address book, attachments, and can also gain access to documents located on their PC. Xpress Mail supports Microsoft Exchange, Lotus Notes, and IMAP.

Tap **Get Xpress Mail** on the Today screen of your device to download the program, and follow the instructions to complete the setup and registration process. For more information or assistance, contact Cingular customer service.

To download Xpress Mail

1. Tap **Get Xpress Mail** on your Today screen.
2. Tap **Install Now** to launch the Xpress Mail download site.
3. Tap **Download Now** on the download page.
4. Tap **Yes** (**Open file after download** should be checked).
5. Tap **OK** to accept the license agreement.
6. Enter your 10 digit mobile (cell) number (numbers only) and tap **Next**.
7. Select **Portal** or **ISP** and tap **Next**.
8. Choose your provider and tap **Next**. (If your e-mail provider is not listed, tap **More** to view an additional list of personal e-mail providers.)
9. Enter your **User Name** and **Password** and Tap **Next** to continue.
10. Tap **Register** and wait for the registration process to complete.

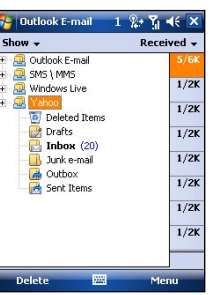


11. When the process is complete, tap **OK** when the message appears telling you the device has been successfully registered. Click on **OK** to go to your settings.
12. After successfully registering, your device will automatically display the Xpress Mail Settings screen.
    No setting changes are required; just click **Xpress Mail** at the bottom right hand corner.

Note If your e-mail provider is not listed on the two screens described here, go to www.cingular.com/tutorials/cingular<model number> (*this link is not available, pls verify if this web page is still valid*)

Send and receive personal e-mail

1. Tap **Start > Programs > Messaging > Messaging**.
2. Select the personal e-mail account.
3. Tap the Inbox and select your e-mail provider.
4. Tap **Menu > Send/Receive** to synchronize your e-mail.
5. To compose a new e-mail, tap **Menu > New**.
6. When you are finished composing your message, tap **Send**.



Corporate E-mail Setup

A Corporate e-mail account (like Microsoft Exchange or Lotus Notes) is an account managed by a company's IT organization.

There are two ways to access your corporate e-mail on your device:

1. **Self Service** – **Xpress Mail** is a self-service option for accessing your corporate e-mail from your device without support from IT.

2. **IT Managed** – **Microsoft Direct Push** requires that your IT organization install software centrally and provide you access.

Self Service (Xpress Mail)

Xpress Mail can provide wireless access to your corporate e-mail from your device without support from IT.

To set up Xpress Mail, you will need:

- Work e-mail address.
- The type of mail server your company runs (Microsoft Exchange, Lotus Notes or IMAP).
- The computer you use to access your corporate e-mail (must be connected to the Internet).

Start on your computer

1. Open Internet Explorer and go to the following page: http://xpressmailpe.cingular.com ((*this link is not available, pls verify if this web page is still valid*))
2. Click **Register Now** and fill in required form fields.



Note You will create an Xpress Mail User Name and Password in this step. You will need to remember and use this user name and password later in the set up.

3. On the download page, click **Download**.
4. Click the **Open** or **Run** button and the desktop software will begin to download.
5. Click **Yes** when asked whether or not you want to install the desktop software.
6. Click **Next** to begin setup and follow the onscreen instructions. When prompted for a user name and password, use those created in step 2.

7. When Xpress Mail has successfully connected to your corporate e-mail account, you will receive a message confirming that your software is installed and you are now connected to Xpress Mail.



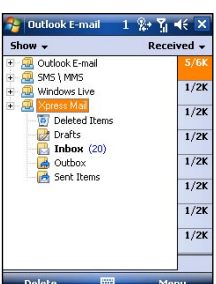
Now all you need to do is access your corporate e-mail from your device.

Complete the setup process on your device

1. Tap **Get Xpress Mail** on your Today screen.
2. Tap **Install Now** to launch the Xpress Mail download site.
3. Tap **Download Now** on the download page.
4. Tap **Yes** (**Open file after download** should be checked).
5. Tap **OK** to accept the license agreement.
6. Enter your 10 digit mobile (cell) number (numbers only) and tap **Next**.
7. Select **Work** and tap **Next**.
8. Select **Personal Edition** and tap **Next**.
9. Select **Register Device** and tap **Next**.
10. Enter the Xpress Mail User Name and Password you created online earlier and tap **Next**.
11. Tap **Register**.
12. After successfully registering, your device will automatically display the Xpress Mail Settings screen. No setting changes are required; just click exit at the top right hand corner.
13. Click **OK** to close the download screen.



Send and receive corporate e-mail



1. Tap **Start > Programs > Messaging**.
2. When you are in Messaging, tap on the Inbox drop down menu and select the Xpress Mail section.
3. In the Xpress Mail section tap on the Inbox view.
4. To compose a new e-mail, tap **Menu > New**.
5. In the new e-mail, type in the e-mail address that you want to send the message to, type in the Subject and body of the message and tap **Send**.

7.7 Using E-mail

After setting up e-mail accounts on your device, you can start sending and receiving e-mail messages.

Create and send messages

To compose and send a message

1. Tap **Start > Programs > Messaging > Messaging** then select an e-mail account.
2. Tap **Menu > New**.
3. Enter the e-mail address of one or more recipients, separating them with a semicolon. To access e-mail addresses stored in Contacts, tap **To**.
4. Enter a subject and compose your message. To quickly add common messages, tap **Menu > My Text** and tap a desired message.
5. To check the spelling, tap **Menu > Spell Check**.
6. Tap **Send**.

Tips

- To enter symbols, tap **Shift** using the on-screen keyboard then tap a symbol, or use the Symbol Pad. For more information about entering text and symbols, see Chapter 2.
- To set the priority, tap **Menu > Message Options**.
- If you are working offline, e-mail messages are moved to the Outbox folder and will be sent the next time you connect.

To add an attachment to a message

1. In the message that you are composing, tap **Menu > Insert** and tap the item you want to attach: **Picture**, **Voice Note**, or **File**.
2. Select the file you want to attach, or record a voice note.

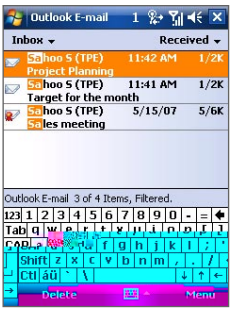
Filter the Inbox message list

When the Inbox on your device is full of messages, it may be hard to browse and locate a desired message. You can filter your Inbox to only display the messages that contain a particular sender or subject you are searching for.

To filter your Inbox

- Enter the sender name or e-mail subject you want to look for using the on-screen keyboard or sliding keyboard. As you press keys, the message list narrows down to the conditions you have set.

  For example, pressing "S" then "A" narrows the list to only the e-mails that contain sender names and e-mail subjects that start with "SA."



View and reply to messages

To read an incoming message

By default, only the first few kilobytes of a message are shown when you open an incoming message. To read the whole message, do one of the following:

- Scroll down to the end of the message and tap **Get the rest of this message**; or
- Tap **Menu > Download Message**.

The message will be downloaded the next time you tap **Menu > Send/ Receive** to send and receive e-mail.

Notes

- If your company is running Microsoft Exchange Server 2007, the message downloads immediately, without waiting until the next time you synchronize. For more information about working with company e-mails, see Chapter 8
- The size column in the message list displays the local size and server size of a message. Even when an entire message has been downloaded, these numbers may differ because the size of a message can vary between the server and the device.

To download an attachment

An attachment appears below the subject of the message. Tapping the attachment opens the attachment if it has been fully downloaded or marks it for download the next time you send and receive e-mail.

Notes

- If there are multiple attachments in the message, all attachments are downloaded.
- For information about setting your device to automatically download file attachments, see "Customize e-mail settings".
- If your company is running Microsoft Exchange Server 2007, the attachment downloads immediately, without waiting until the next time you synchronize. For more information about working with company e-mails, see Chapter 8.

To reply to or forward a message

1. Open the message and tap **Menu > Reply**, **Menu > Reply All**, or **Menu > Forward**.
2. Enter your response. To quickly add common messages, tap **Menu > My Text** and tap a desired message.
3. To check the spelling, tap **Menu > Spell Check**.
4. Tap **Send**.

Tips

- To see more header information, scroll up.
- To always include the original message, from the list view, tap **Menu > Tools > Options > Message** tab, and select the **When replying to e-mail, include body** check box.
- In the Outlook E-mail account, you will send less data if you do not edit the original message. This may reduce data transfer costs based on your rate plan.

To view and reply to HTML e-mails

You can receive, view and reply to HTML e-mails from any type of e-mail account. The HTML format is retained, without layout shifting or resizing.

Note HTML e-mail support in Outlook Mobile is available only if your company is using Microsoft Exchange Server 2007.

1. Set the message format to HTML. To find out how to set the message format, see "Customize e-mail settings".
2. Tap **Start > Programs > Messaging > Messaging**, select your e-mail account, and open an HTML e-mail that you received.

3. Tap the **Tap to scroll right** option to be able to scroll sideways and get a complete horizontal view of the message.
4. Tap **Get the rest of this message** that's shown at the bottom of the message to download and view the whole message.
5. If the e-mail does not download immediately, tap **Menu > Send/ Receive**.
6. If images do not immediately appear on the message, tap **Internet pictures blocked** then tap **Download Internet pictures**.
7. Tap **Menu** and choose whether to reply to the sender(s) or forward the message.
8. Enter your response then tap **Send**.

Tip E-mail can contain hyperlinks to Web pages.

Download messages

The manner in which you download messages depends on the type of e-mail account you have.

To send and receive e-mail for an Outlook account

1. Tap **Start > Programs > ActiveSync**.
2. Connect your device to your PC using the USB cable or Bluetooth.

   Otherwise, connect wirelessly if you are synchronizing Outlook e-mail with the Exchange Server. For more information, see Chapter 8.
3. Synchronization automatically begins, and your device sends and receives Outlook e-mail.

Tip You can also manually synchronize anytime by tapping **Sync** in ActiveSync or **Menu > Send/Receive** in Outlook Mobile.

To send and receive e-mail for a POP3/IMAP4 account

If you have an e-mail account with an ISP or a work account that you access using a VPN server connection, you send and receive messages through a remote e-mail server. Before sending and downloading messages, you need to connect to the Internet or your corporate network.

1. Tap **Start > Programs > Messaging > Messaging** and tap your POP3 or IMAP4 e-mail account.

2. Tap **Menu > Send/Receive**. Messages on your device and e-mail server are synchronized: new messages are downloaded to the device Inbox folder, messages in the Outbox folder are sent, and messages deleted from the server are removed from the device Inbox.

Customize e-mail settings

To change the download size and format for Outlook e-mail

1. Disconnect your device from the computer.
2. Tap **Start > Programs > ActiveSync**.
3. Tap **Menu > Options**, select **E-mail**, then tap **Settings**.
4. On the E-mail Sync Options screen:
   - Under **Download size limit**, select the desired e-mail size.
   - Under **Message format**, select HTML or Plain text.
5. Close ActiveSync and reconnect your device to the computer.

To change the download size and format for POP3/IMAP4 e-mail

1. Tap **Menu > Options** on the Account Picker screen, or tap **Menu > Tools > Options** while you're in a message list.
2. Tap your e-mail account.
3. Keep tapping **Next** until you see **Message format** and **Message download limit** on the screen.
4. Change the options to your desired settings.
5. Tap **Finish**.

To exclude your e-mail address when replying to all

When you reply to all the recipients of an Outlook e-mail, your own e-mail address will also be added to the recipient list. Customize ActiveSync so that your e-mail address will be excluded from the recipient list.

1. In ActiveSync on your device, tap **Menu > Options**.
2. Select the **E-mail** information type and tap **Settings**.
3. Tap **Advanced**.
4. In the **My e-mail addresses** text box, enter your e-mail address.
5. Tap **OK**.

To automatically receive attachments on Outlook e-mails

1. Tap **Start** > **Programs** > **ActiveSync**.
2. Tap **Menu** > **Options**.
3. Tap **E-mail** > **Settings**, then select **Include file attachments**.

To automatically receive attachments on IMAP4 e-mails

1. Tap **Start** > **Programs** > **Messaging** > **Messaging**.
2. Tap **Menu** > **Options**.
3. Tap the name of your IMAP4 account.
4. Tap **Next** until you **Download attachments** on the screen.
5. Select a download size from the **Download attachments** smaller than list box.
6. Tap **Finish**.

To store attachments on a storage card

1. Tap **Start** > **Programs** > **Messaging** > **Messaging**.
2. Tap **Menu** > **Tools** > **Options** > **Storage** tab.
3. Select the **Store attachments on storage card** check box.

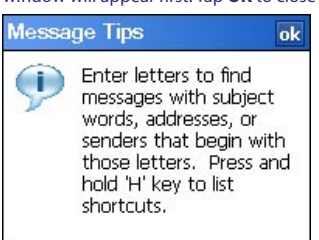
7.8 Using Keyboard Shortcuts

You can use keyboard shortcuts to quickly access messaging functions, such as reply, forward, etc.

To see the list of keyboard shortcuts

1. Slide the hardware keyboard open.
2. Tap **Start > Programs > Messaging > Messaging** and select a messaging account (Messages or an e-mail account).
3. While on a message list, press and hold the "H" key until the shortcuts list is displayed.

   Note If this is your first time to use keyboard shortcuts, the following message window will appear first. Tap **OK** to close the message window.



To use a keyboard shortcut, press and hold the respective key. For instance, to delete a message, press and hold **D**.



Chapter 8

Working With Company E-mails and Meeting Appointments

8.1 Synchronizing Your Device with the Exchange Server

8.2 Working With Company E-mails

8.3 Managing Meeting Requests

8.4 Finding Contacts in the Company Directory

8.5 E-mail Security

8.1 Synchronizing Your Device with the Exchange Server

To keep up-to-date with your company e-mails and meeting schedules while you're out of the office, you can connect your device to the Internet wirelessly and synchronize these information with your company's Exchange Server. You can also access your company address book anytime. Your company must have a mail server that is running Microsoft Exchange Server with Exchange ActiveSync.

Set up an Exchange Server connection

Before you can start to synchronize with or access information from the Exchange Server, you need to set up an Exchange Server connection on your device. You need to get the following information from your network administrator and enter them on your device:

- Exchange Server name (must be the Outlook Web Access server name)
- Domain name
- User name and password that you use at work

If you have not synchronized your device with your PC, follow these steps to set up an Exchange Server connection.

1. Tap **Start > Programs > Messaging > Messaging > New E-mail Account**.
2. Enter your e-mail address. Clear the **Try to get e-mail settings automatically from the Internet** check box, then tap **Next**.
3. Select **Exchange server** in the **Your e-mail provider** list, then tap **Next**.
4. Tap **Next** again.
5. In **Server address**, enter the Exchange Server name, and tap **Next**.
6. Enter your user name, password, and domain, and tap **Next**.

   Tip To change the rules for resolving synchronization conflicts, tap **Advanced**.

7. Select the check boxes for the types of information items that you want to synchronize with the Exchange Server.
8. To change synchronization settings of an information type, for example, E-mail, select the type of information, and tap **Settings**.
9. Tap **Finish**.

Note If you synchronized e-mails with your PC before, open ActiveSync on your device and tap **Menu > Add Server Source** to set up an Exchange Server connection. When you're prompted to select information types for synchronization, you need to clear the **E-mail** check box under the Windows PC item first before you can select the **E-mail** check box under Exchange Server.

Tip To change Exchange Server settings, open ActiveSync then tap **Menu > Configure Server**.

Start synchronization

Before you start synchronizing with the Exchange Server, make sure your device has been set up with a data connection to the Internet so that you can synchronize wirelessly. For more information about connections, see Chapter 10.

After you finish setting up an Exchange Server connection, your device automatically starts synchronization.

You can manually start synchronization anytime by tapping **Sync** in ActiveSync.

Note If you connect your device to your office computer via a USB or Bluetooth connection, you can use this connection to the PC to "pass through" to the network and download Outlook e-mails and other information to your device.

8.2 Working With Company E-mails

Your device gives you instant access to your company e-mails and lets you manage your messages easier. Direct Push, Fetch Mail, Remote e-mail search, and e-mail flags are just some of the tools you can use to manage your e-mails.

Note Some messaging features depend on the Microsoft Exchange Server version used in your company. Please check with your network administrator for the availability of these features.

Automatic synchronization through Direct Push

Direct Push technology (push e-mail feature) enables you to receive new e-mails on your device as soon as they arrive in your Inbox on the Exchange Server. With this feature, items such as contacts, calendar and tasks are also immediately updated onto your device when these items have been changed or new entries have been added on the Exchange Server. To make Direct Push work, you need to have a GPRS connection on your device.

You need to perform a full synchronization between your device and the Exchange Server first before Direct Push can be enabled.

Requirement The Direct Push feature works for your device only if your company is using **Microsoft Exchange Server 2003 Service Pack 2 (SP2) with Exchange ActiveSync or higher version**.

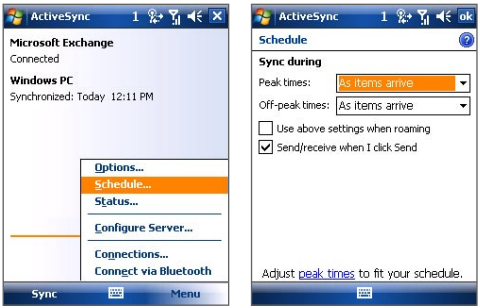
To enable Direct Push via Wireless Manager

1. On the Today screen, tap the **Wireless Manager** icon ( ).
2. On the Wireless Manager screen, tap the **DirectPush** button. The button  will turn to  , which indicates that you will receive e-mails as they arrive.

   When the button is in the  state, you need to manually retrieve your e-mails.

To enable Direct Push via ActiveSync

1. In ActiveSync on your device, tap **Menu > Schedule**.
2. Select **As items arrive** in the **Peak times** and **Off-peak times** boxes.



Notes When both the GPRS and Wi-Fi connections are turned on at the same time, the Direct Push feature will always opt for Wi-Fi.

Scheduled synchronization

If you do not want to use Direct Push, you can set a regular schedule for synchronizing Outlook e-mail and information. Set how often to synchronize during **Peak times** (which usually refer to your working hours) when e-mail volume is high, as well as **Off-peak times** when e-mail volume is low.

1. In ActiveSync on your device, tap **Menu > Schedule**.
2. Select a shorter time interval in the **Peak times** box for you to be able to receive e-mails more frequently.
3. Select a longer interval in the **Off-peak times** box.

Tip To set the days and hours that make up your peak and off-peak times, tap **Adjust peak times to fit your schedule**.

Instant download through Fetch Mail

The **Fetch Mail** feature downloads an entire e-mail immediately without the need for you to perform a full Send/Receive action. This limits the download to just the e-mail message that you want and helps save data cost.

Requirement Fetch Mail works for your device only if your company is using **Microsoft Exchange Server 2007 or higher**.

1. Tap **Start > Programs > Messaging > Messaging > Outlook E-mail**.
2. Tap an e-mail message to open it.
3. By default, only the first few kilobytes of the message is shown. To download the whole e-mail, scroll to the bottom of the message then tap **Get the rest of this message**.
4. A "Downloading message" status appears. Wait for the remainder of the message body to be downloaded.

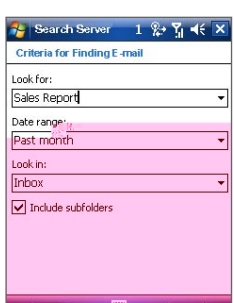
Tip For information about changing e-mail sync options such as the initial download size limit for e-mail, see "Customize e-mail settings" in Chapter 7.

Search for e-mails on the Exchange Server

You can access messages that are not available on your device by searching your Microsoft Exchange Server mailbox. The search results will be downloaded and displayed in a Search Results folder.

Requirement Your company must be using **Microsoft Exchange Server 2007 or higher**.

1. Tap **Start > Programs > Messaging > Messaging > Outlook E-mail**.
2. Tap **Menu > Tools > Search Server**.
3. In the **Look for** text box, enter the search keyword.
4. Choose the date range of messages to search from.
5. From the **Look in** list, choose whether to search from your inbox or outbox only or to search all folders.
6. Tap **Search**.



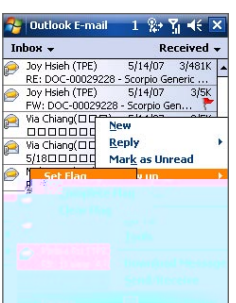
Flag your messages

Flags serve as a reminder to yourself to follow-up on important issues or requests that are indicated in the messages. Flagging messages, which has been a useful feature on desktop Outlook E-mail, can also be done in Outlook Mobile on your device. You can flag received messages on your device.

Requirement Flags are enabled only if e-mails are synchronized with **Microsoft Exchange Server 2007 or higher**. Flags are disabled or hidden if e-mails are synchronized with earlier versions of Microsoft Exchange Server.

To flag or unflag a message

1. Tap **Start > Programs > Messaging > Messaging > Outlook E-mail**.
2. Select a message, or open a message.
3. Tap **Menu > Follow Up** and select one of the following options:



- **Set Flag** Mark the message with a red flag to indicate that it needs follow up.
- **Complete Flag** Mark the message with a check mark to indicate that the issue or request in the e-mail is already completed.
- **Clear Flag** Remove the flag to unmark the message.

Note E-mail message reminders are displayed on your device if the messages are flagged with reminders and synchronized from the Exchange Server.

Out-of-office auto-reply

Microsoft® Office Outlook® Mobile allows you to retrieve and change your out-of-office status. Just like desktop Outlook E-mail, Outlook Mobile automatically sends an auto-reply message when you're not available.

To send out-of-office auto-reply messages

1. Tap **Start > Programs > Messaging > Messaging > Outlook E-mail**.
2. Tap **Menu > Tools > Out of Office**.
3. From the **I am currently** list, select **Out of the Office**.
4. Enter your auto-reply message then tap **Done**.

View a document linked to an e-mail message

When you receive an e-mail that contains a link to a document such as a PDF or Microsoft® Office document located on SharePoint or an internal file server, you can view the document on your device.

Requirement You can view the document only if you have a Microsoft Outlook account that synchronizes with Microsoft Exchange Server 2007 or later. Exchange Server must also be set up to allow access to SharePoint document libraries or internal file servers.

1. On the Today screen, tap **Start > Programs > Messaging > Messaging**.
2. Select an e-mail account, then open a message with a link to a SharePoint document.
3. Tap the link to open and view the document.

8.3 Managing Meeting Requests

When you schedule and send meeting requests from your device, you can invite attendees to your meeting and check their status to know about their availability.

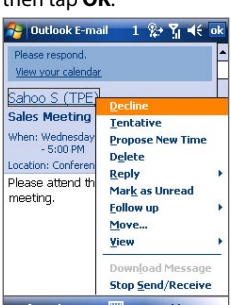
When you receive a meeting request, you can reply by accepting or declining the request. The meeting request also clearly indicates whether or not there are conflicting or adjacent meetings.

Requirement Your company must be using **Microsoft Exchange Server 2007 or higher**.

To reply to a meeting request

1. In Outlook Mobile, tap the meeting request e-mail to open it.
2. Tap **Accept** to reply and accept the meeting request, or tap **Menu** > **Decline** if you cannot attend the meeting.

   Tips
   - Before responding, you can check your availability during the time of the requested meeting by tapping **View your calendar**.
   - If the time of the meeting conflicts with your other appointments, a "Scheduling Conflict" status appears on top of the e-mail.
3. Choose whether or not to edit your response e-mail before sending then tap **OK**.





4. If you accepted the meeting request, it will automatically be added as an appointment in Calendar on your device.

To view the list of meeting participants

1. Tap **Start > Calendar**.
2. Tap a meeting request that you previously sent, then tap **Attendees**. The list of required and optional attendees will be listed.

Notes

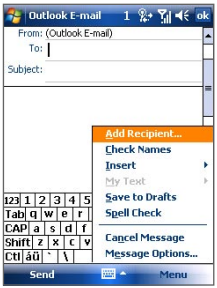
- For information about creating a meeting request, see "To send a meeting request" in Chapter 6.
- If you select a meeting that you have organized, the list shows who has accepted or declined the meeting.
- To view an attendee's contact information, tap the attendee's name. If the attendee is included in your contacts list, you will see the contact information immediately. If the attendee is not in your contacts list, tap **Company Directory** to view the contact information.

8.4 Finding Contacts in the Company Directory

In addition to having contacts on your device, you can access contact information from your organization's Company Directory. By having over-the-air access to the Company Directory, you can easily send e-mail messages and meeting requests to anyone in your company.

Requirement Access to the Company Directory is available only if your organization is running Microsoft Exchange Server 2003 SP2 or higher, and you have completed your first synchronization with the Exchange Server.

1. Synchronize with Exchange Server if you have never done so.
2. Do any of the following:
   - In Contacts, tap **Menu > Company Directory**.
   - In a new message, tap the **To** box.
   - Tap **Menu > Add Recipient** then tap **Company Directory**.





- In a new meeting request using Calendar, tap **Attendees** and then tap **Company Directory** at the top of the list.

3. Enter the part or full contact name and tap **Search**. In the search results list, tap a contact to select it.





Notes

- You can save a contact from the Company Directory to your device by selecting the contact then tapping **Menu > Save to Contacts**.
- You can search on the following information as long as that information is included in the Company Directory: First name, Last name, E-mail name, Display name, E-mail address, or Office location.

8.5 E-mail Security

Windows Mobile® on your device protects your Outlook e-mails through Secure/Multipurpose Internet Mail Extension (S/MIME), which allows you to digitally sign and encrypt your messages.

Digitally signing a message applies your certificate with the authorization key to the message. This proves to the recipient that the message is from you and not from an imposter or a hacker, and that the message has not been altered.

Encryption protects the privacy of your message by converting it from plain, readable text into cipher (scrambled) text. Only the recipient who has the authorization key can decipher the message.

Requirement S/MIME encryption and digital signatures for Windows Mobile® powered devices are available only with Exchange Server 2003 SP2 or a later version that supports S/MIME. If you are not using one of these products, or have not yet synchronized, these options are unavailable.

Note You can encrypt a message with or without a certificate. However, to read an encrypted message, you need a valid certificate to decrypt it.

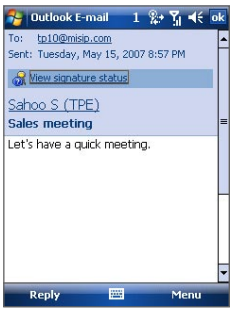
To individually sign and encrypt a new message

1. Tap **Start** > **Programs** > **Messaging** > **Messaging** > **Outlook E-mail**.
2. Tap **Menu** > **New** to create a new message.
3. Tap **Menu** > **Message Options**.
4. From the **Security** list, select whether to encrypt only, sign the message only, or do both.
5. Tap **OK**.



To verify the digital signature on a signed message you receive

1. Open the Outlook e-mail message that has been digitally signed.
2. At the top of the message, tap **View Signature Status**.



3. Tap **Menu > Check Certificate**.



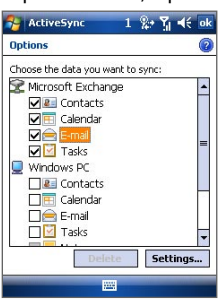
To view the details of the certificate in the message, tap **Menu > View Certificate**.

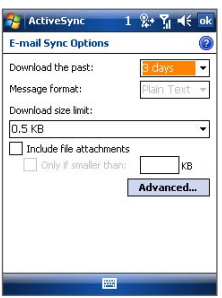
Note There can be several reasons why a digital signature is not valid. For example, the sender's certificate may have expired, it may have been revoked by the certificate authority, or the server that verifies the certificate is unavailable. Contact the sender to report the problem.

To digitally sign and encrypt all messages

You can set up ActiveSync to digitally sign and encrypt all outgoing messages. You must obtain a valid certificate to sign and encrypt e-mail messages successfully.

1. Tap **Start** > **Programs** > **ActiveSync**.
2. Tap **Menu** > **Options**.
3. Select the **E-mail** information type, and tap **Settings**. On the E-mail Sync Options screen, tap **Advanced**.





4. Do one or both of the following:
   - To sign all your outgoing e-mail messages so that recipients can be certain that the messages were sent by you and have not been altered in any way, select the **Sign all outgoing e-mail messages** check box.
   - To encrypt all your outgoing e-mail messages so that the contents of your messages are protected from being viewed by anyone other than the intended recipients, select the **Encrypt all outgoing e-mail messages** check box.
5. Tap **Choose Certificate** to select a certificate for signing or encrypting outgoing e-mail messages.

Set permissions on an e-mail message

Another way of protecting your e-mail messages is to send messages with restricted permissions using Information Rights Management (IRM).

Requirement This works only with a Microsoft Outlook e-mail account and if your company is using RMS Server SP1.

1. Tap **Start > Programs > Messaging > Messaging > Outlook E-mail**.
2. Create a message, then tap **Menu > Message Options**.
3. In **Permissions**, do one of the following:
   - To allow anyone to read the message, select **Unrestricted access**.
   - To prevent the message from being forwarded, printed, or copied, select **Do not forward**.
4. Tap **OK**.

Tip An IRM-protected message received on your device can only be replied to or forwarded if the message permits it.

Chapter 9

Working With Documents and Files

9.1 Microsoft® Office Mobile

9.2 Adobe® Reader® LE

9.3 Copying and Managing Files

9.4 ZIP

9.5 Backing Up Data

9.1 Microsoft® Office Mobile

Office Mobile consists of three applications that let you create, edit and view Microsoft documents. These 3 applications are

- **Microsoft® Office Word Mobile** is a streamlined version of Microsoft Word. Word documents created on your PC can be opened and edited on your device. You can also create and edit documents and templates in Word Mobile and save them as ***.doc**, ***.rtf**, ***.txt**, and ***.dot** files.
- **Microsoft® Office Excel® Mobile** makes it easy for you to open and edit Excel workbooks and templates created on your PC. You can also create new workbooks and templates on your device.
- **Microsoft® Office PowerPoint® Mobile** lets you open and view (not create) slide show presentations, ***.ppt** and ***.pps** formats, created on your PC.

To open a Office Mobile program

Tap **Start > Office Mobile** and then select the Office Mobile program you want to open.

Notes

- Word Mobile does not fully support some features of Microsoft Word such as revision marks and password protection. Some data and formatting may be lost when you save the document on your device. To see a complete list of features that are not supported in Word Mobile, see Help on your device.
- Excel Mobile does not fully support some features such as formulas and cell comments. Some data and formatting may be lost when you save the workbook on your device. To see a complete list of features that are not supported in Excel Mobile, see Help on your device.

9.2 Adobe® Reader® LE

Adobe® Reader® LE is an application for viewing PDF (Portable Document Format) documents on your device. It supports a subset of the features found in the PC versions of Adobe Reader.

To open Adobe Reader LE

Tap **Start > Programs > Tools > Adobe Reader LE**.

To open a PDF file on your device

Open File Explorer and find the desired PDF file, then tap the file to open it.

To navigate through a PDF document

When you are viewing a PDF document, you can do any of the following:

- Use the vertical and horizontal scroll bars (including the Up, Down, Right and Left arrow keys on the bars) to move to the desired direction of the page.
- Press NAVIGATION up/down/right/left to move to the desired direction of the page.
- Tap to move to the previous page; tap to move to the next page. Tap to jump to the first page; tap to jump to the last page.
- Tap **Tools > Go To** to select the desired page to view.

To search for text in the document

1. Tap **Tools > Find > Text** or tap on the toolbar.
2. Type in the text to be searched, then tap **Find**.
3. The matched text in the document will be highlighted.
4. To search for the next occurrence of the text, tap **Tools > Find > Next**.

To exit Adobe Reader LE

Tap **Menu > Exit**.

Tips

- Adobe Reader LE displays a bookmark pane for the PDF files that contain bookmarks. Tap the bookmarks to go to a specific section/page within the file.
- Adobe Reader LE supports password-protected PDF files with up to 128-bit encryption. When you open a password-protected PDF file, you will be prompted to enter the password before the file can be opened.

9.3 Copying and Managing Files

You can copy files between your device and PC, or copy files to a storage card that is inserted on your device. You can also efficiently manage your files and folders using File Explorer.

Copy files using Windows Mobile® Device Center or ActiveSync

Using Windows Mobile® Device Center or ActiveSync, you can copy files from your PC to your device and vice versa.

To copy a file between your device and the PC

1. Connect your device to the PC.
2. Click **File Management > Browse the contents of your device** in Windows Mobile Device Center or click **Explore** in ActiveSync on your PC. This opens Windows Explorer on your PC and displays the contents of your device.
3. To copy a file from your device to your PC:
   a. In Windows Explorer on your PC, browse your device and navigate to the file that you want to copy.
   b. Right-click the file, then click **Copy**.
   c. Locate the destination folder on your PC. Right-click the folder, then click **Paste**.
4. To copy a file from your PC to your device:
   a. On your PC, navigate to the folder that contains the file you want to copy.
   b. Right-click the file, then click **Copy**.
   c. Right-click the destination folder on your device, then click **Paste**.

Copying a file results in separate versions of a file on your device and PC. Because the files are not synchronized, changes made to one file will not affect the other. If you want file changes to be automatically updated on your device and PC, you can synchronize files between your device and PC. For more information about synchronizing with a computer, see Chapter 5.

Use File Explorer

File Explorer lets you browse the contents of folders on your device. The root folder on the device is named My Device. My Device is similar to My Computer on the PC and contains the My Documents, Program Files, Temp, Storage Card, and Windows folders, among others.

To use File Explorer

1. Tap **Start > Programs > Tools > File Explorer**.
2. Tap a folder or file to open it.
3. To return to an upper level folder, tap the Down arrow (▼) and select the folder.
4. To delete, rename, or copy a file quickly, tap and hold the file then choose the desired operation from the shortcut menu. To select multiple files, tap and drag over the desired files.

Store files to a storage card

To copy files to a storage card

1. Make sure the storage card is properly inserted into your device.
2. Tap **Start > Programs > Tools > File Explorer** and navigate to the appropriate folder.
3. Tap and hold the file you want to copy, and tap **Copy**.
4. Tap the Down arrow (▼) then tap **Storage Card** from the list.
5. Tap **Menu > Edit > Paste**.

To automatically save files on a storage card

In the Word Mobile, Excel Mobile, and Notes programs, you may find it helpful to save all new documents, notes, and workbooks directly on a storage card.

1. From the program file list, tap **Menu > Options**.
2. With a storage card inserted in your device, in the **Save to** box, select the appropriate storage card to automatically save new files on the storage card.
3. Tap **OK**.

Note In the file or note list, a storage card symbol ( ) is displayed next to the names of files saved on a storage card.

9.4 ZIP

ZIP allows you to save memory and increase the storage capacity of your device by compressing files in the conventional ZIP format. You can view and extract archive files received from various sources. You can also create new ***.zip** files on your device.

Start ZIP and Open .zip files

You can use **ZIP** to either archive files or open an existing archive file on your device. Each time you start ZIP on your device, it searches for files that have the .zip file extension, and displays these files on the Archive List screen.

To start ZIP on your device

Tap **Start > Programs > Tools > ZIP**.

To open a ZIP file and extract files

1. Open a file using any of the following:
   - Select a file and tap **File > Open Archive**.
   - Tap and hold a file and tap **Open Archive**.
   - Double-tap a file.

   Note You cannot select multiple ZIP files.
2. The files contained in the zip file are then displayed. Select files by doing one of the following:
   - Tap to select a file.
   - To select several files, tap **Menu > Action** and make sure **Multi-Select Mode** is selected. Select files by tapping each file. (Tap a selected file to deselect it).
   - To select all files, tap **Menu > Action > Select All**.
3. Tap **Menu > Action > Extract**.
4. Choose a folder in which files will be extracted to, then tap **Extract**.

To create a zip archive

1. Tap **File > New Archive**.
2. On the Save As screen, enter a zip file name and choose a folder in which to save the zip file. You can also choose whether the zip file will be saved on the device's main memory or a storage card.
3. Tap **Save**.
4. Tap **Menu > Action > Add**.
5. Double-tap the folder that contains the files you want to archive.
6. Select files by doing one of the following:
   - Tap to select a file.
   - To select several files, tap and hold on the screen, then select **Multi-Select Mode**. Select files by tapping each file. (Tap a selected file to deselect it).
   - To select all files, tap and hold on the screen, then tap **Select All**.
7. Tap **Add**.
8. Tap **Menu > File > Close Archive**.
9. After closing the zip file, you can tap **Find** to search for all zip files and display them on the Archive List screen.

9.5 Backing Up Data

Use **Sprite Backup** to back up data, which includes settings, files, contacts, and all other information, to a storage card or to a designated folder on your device.

This section describes the basics on how to launch Sprite Backup and use it to back up and restore data on your device. For more information about this program, see Help on your device.

To open Sprite Backup

On your device, tap **Start > Programs > Tools > Sprite Backup**.

Sprite Backup can operate in two different modes: **Basic mode** and **Advanced mode**. The first time you run Sprite Backup, it will be in Basic Mode. To switch between the modes, tap **Options** then select the desired mode.



Basic mode



Advanced mode

Basic mode

Basic mode is the default mode, and allows you to easily back up your entire PDA phone with the tap of a button.

Note To change backup options or location, you will need to do it in Advanced mode.

To back up data in Basic mode

1. On the Basic mode screen, tap **Backup Now**.
2. Specify a password (between 6 to 15 characters in length) for the backup file. Enter this password twice, then tap **OK**.
3. Follow the on-screen instructions to complete the backup.

To restore data in Basic mode

1. On the Basic mode screen, tap **Restore Now**.
2. Enter the password for the backup file, then tap **OK**.
3. Follow the on-screen instructions to complete the restoration process.

Advanced mode

Advanced mode is designed for users with more advanced backup requirements. It provides a tree view of the data on your device from which you can select what items you want to back up or restore.

To back up data in Advanced mode

1. Tap **Options > Switch to Advanced Mode**.
2. The **Backup** tab of the Advanced mode screen shows a tree view of the data and files on your device. Tap the '+' symbol at the left of an item to view its sub-items. Use the check boxes to select or exclude items for backup.
3. Tap **Backup** and follow the on-screen instructions to complete the backup.

To restore data in Advanced mode

1. On the Advanced mode screen, tap the **Restore** tab.
2. If there is a most recent backup file, this file will be displayed with its contents. Otherwise, if you want to use an older backup file, tap **...** then select the desired file.

   If the backup file is password protected, the password must be entered before the backup file can be displayed in the tree view.
3. In the tree view, select the check boxes of items you want to be restored.
4. Tap the **Restore** button and follow the on-screen instructions to restore.

Note In both the Basic and Advanced modes, Sprite Backup soft resets your device first before it begins the backup or restoration process. It soft resets again after the operation is completed.

Backup options

To change the backup location and file name

1. On the Advanced mode screen, tap the **Backup** tab.
2. Tap [...] then enter the backup file name and choose whether to save the file to the **Storage Card** or the **My Documents** folder on your device.
3. Tap **OK**.

To disable automatic file naming

1. Tap **Options > Backup Options > General Backup Options**.
2. Clear the **Name Backup Files Automatically** check box, then tap **OK**.
3. Before you perform a backup, tap [...] then specify a backup file name.

To schedule automatic backups

1. Tap **Options > Scheduled Backup**, then tap **Change Scheduling**.
2. Select the **Enable Scheduled Backup** check box, and set the frequency of backups to perform, date and time, and other options.
3. Tap **OK**.

To enable remote backups to the computer via ActiveSync

1. Tap **Options > Networking**.
2. Select the **Enable Remote Backup** check box.
3. Select **Via ActiveSync**, then tap **OK**.
4. Tap [...] then in the **Location** list, select **PC** and tap **OK**.

Chapter 10

Getting Connected

10.1 Wireless Manager
10.2 Ways of Connecting to the Internet
10.3 Wi-Fi
10.4 GPRS
10.5 Dial-up and Other Connections
10.6 Starting a Data Connection
10.7 Internet Explorer® Mobile
10.8 Using Your Device as a Modem (Wireless Modem)
10.9 Bluetooth

10.1 Wireless Manager

Wireless Manager acts like a central switch that lets you enable or disable phone features as well as manage your data connections easily.

To open Wireless Manager

Tap the **Wireless Manager** icon ( ) on the Today screen, or tap **Start > Programs > Wireless Manager**.



1. Tap to toggle between turning on or off Flight mode. Turning on Flight mode turns off the phone, Bluetooth and WLAN functions.
2. Tap to toggle between turning on or off Bluetooth. Tap **Settings > Bluetooth** to configure Bluetooth on your device. See "Bluetooth" in this chapter for details.
3. Tap to toggle between automatically receiving (as items arrive) or manually retrieving Outlook e-mails. See Chapter 8 for details.
4. Tap to toggle between turning on the phone's ringer or setting the phone to vibration/mute mode.
5. Tap to toggle between enabling or disabling the phone. Tap **Settings > Phone** to set the ring tone and other phone settings. See Chapter 4 for details.
6. Tap to toggle between turning on or off Wi-Fi. Tap **Settings > Wireless LAN** to configure Wi-Fi on your device. See "Wi-Fi" in this chapter for details.
7. Tap to disconnect active data connections (e.g. GPRS). You cannot reconnect a data connection in Wireless manager.
8. Tap to open Wireless Modem so you can use your device as a modem. See “Using Your Device as a Modem (Wireless Modem)” in this chapter for details.
9. Tap to open ActiveSync so you can synchronize the device and computer. See Chapter 5 for details.

10.2 Ways of Connecting to the Internet

Your device's networking capabilities allow you to access the Internet or your corporate network at work through wireless and conventional connections. You can connect to the Internet through one of the following connections:

- Wi-Fi
- GPRS
- Dial-up
- Work connections, such as Virtual Private Network (VPN) and proxy connections

10.3 Wi-Fi

Wi-Fi provides wireless Internet access over distances of up to 300 feet (100 meters). To use Wi-Fi on your device, you need access to a wireless access point or "hotspot".

Note The availability and range of your device's Wi-Fi signal depends on the number, infrastructure, and other objects through which the signal passes.

Turn Wi-Fi on and off

1. Open the **Wireless Manager**.
2. Tap the **Wi-Fi** button to turn on/off the wireless function. The WLAN icon indicates the wireless status.

    : Wi-Fi is turned on.

    : Wi-Fi is turned off.
3. Available wireless networks will be detected.

Connect to wireless networks

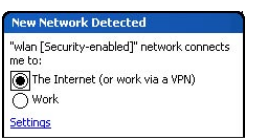
After Wi-Fi is turned on in Wireless manager, your device scans for available wireless networks in your area.

To connect to a wireless network

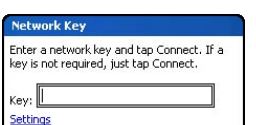
1. The network names of the detected wireless networks will be displayed on a pop-up message window. Tap the desired wireless network, then tap **OK**.



2. On the next pop-up message window, tap **The Internet** if the wireless network connects your device to the Internet. Otherwise, tap **Work** if the wireless network connects your device to a private network.



3. If the wireless network is secured by a network key, enter this key, then tap **Connect**.



Next time you use your device to detect wireless networks, you will not see the pop-up message windows again, and you will not be prompted to enter the network key of the previously accessed wireless network (unless you perform a hard reset which will erase custom settings on your device).

Note Wi-Fi networks are self-discoverable, which means no additional steps are required for your device to connect to a Wi-Fi network. It may be necessary to provide a username and password for certain closed wireless networks.

To check wireless network status

You can check the current wireless connection status from any of the following screens of your device:

- **Title bar**.

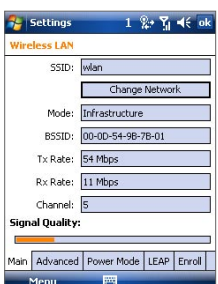
  When you enable Wi-Fi on your device, the Wi-Fi ON icon ( ) will appear on the title bar.

  After Wi-Fi is turned on, your device scans for available wireless networks and the wireless signal icon ( ) appears on the title bar. The arrows in this icon will move back and forth while your device is scanning for a wireless network signal. Once your device successfully connects to a wireless network, the arrows stop moving.

- **Wi-Fi Status screen**.

  Tap **Start > Settings > Connections** tab **> Wireless LAN > Main** tab to see the name of the wireless network that your device is currently connected to.

  The configuration and signal quality of the wireless network are also shown.



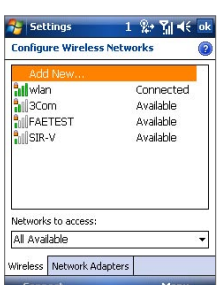
- **Configure Wireless Networks screen**.

  Tap **Start > Settings > Connections** tab **> Wi-Fi > Wireless** tab. This screen displays the wireless networks currently available.

  To connect to a wireless network in the list, tap and hold on the desired network, then tap **Connect**.

  Tap a wireless network in the list to view or change its connection settings.

  You can also add new wireless networks, if available, by tapping **Add New**.

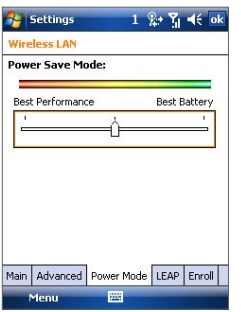


To save battery power while connected to a wireless network

Using Wi-Fi consumes battery power fast. Turn off Wi-Fi when not in use. You can also enable power saving settings.

1. Tap **Start > Settings > Connections** tab > **Wireless LAN**.
2. On the **Power Mode** tab, move the **Power Save Mode** slider to a position that optimizes performance with the least power consumption.

   For example, move the slider to the left (Best Performance) to have the optimal wireless network performance; move to the right (Best Battery) to obtain the maximum battery usage.



10.4 GPRS

Use GPRS to connect to the Internet and to send and receive picture messages on your device. You will be billed per KB (Kilobyte) when you use GPRS. Check with your wireless service provider to find out about GPRS rates.

GPRS settings are already preconfigured on your device, and your device is ready to use your wireless service provider's GPRS services. Please do not change the settings as this may cause services to stop working.

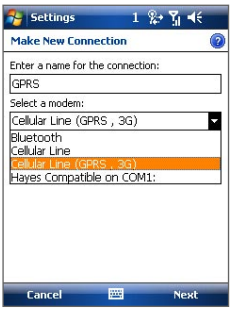
To add a new GPRS connection

In times when you need to add another GPRS connection on your device, obtain the **Access point name** from your wireless service provider. Also, check if a user name and password are required.

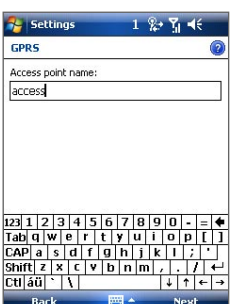
1. Tap **Start > Settings > Connections** tab **> Connections**.
2. Under **MEdia Net**, tap **Add a new modem connection**.
3. On the Make New Connection screen, enter a name for the connection.

4. In the **Select a modem** list, select **Cellular Line (GPRS , 3G)**, then tap **Next**.





5. Enter the Access point name, then tap **Next**.



6. Enter the user name and password, only if required.
7. Tap **Finish**.

Notes

- To view help information for any screen, tap the help icon ( ).
- To modify your connection settings, tap **Manage existing connections** on the Connections screen, and complete the connection wizard.

10.5 Dial-up and Other Connections

Dial-up

When you use your device to dial up to your Internet Service Provider (ISP) and connect to the Internet, you will be billed by the number of minutes that you use.

To set up a dial-up connection to your ISP

To establish a dial-up connection on your device, you need the same settings that you normally use when you dial up from your computer. This includes the ISP server phone number, your user name and password.

1. Tap **Start > Settings > Connections** tab **> Connections**.
2. Under **MEdia Net**, tap **Add a new modem connection**.
3. On the Make New Connection screen, enter a name for the connection.
4. In the **Select a modem** list, select **Cellular Line**, then tap **Next**.
5. Enter the ISP server phone number, then tap **Next**.
6. Enter your user name, password, and any other information required by your ISP.
7. Tap **Finish**.

Work network connections

A Virtual Private Network (VPN) connection allows you to access your company network through your device's Internet connection. Whereas a proxy connection lets you access the Internet using an existing connection to your corporate or WAP network.

To set up work network connections

1. Obtain the following information from your network administrator:
   - Server phone number
   - User name
   - Password
   - Domain (and other required settings, such as IP address)
2. Tap **Start > Settings > Connections** tab **> Connections**.

3. In **My Work Network**, follow the instructions for each type of connection.
4. Complete the connection wizard, then tap **Finish**.

10.6 Starting a Data Connection

After setting up a data connection such as GPRS or ISP dial-up on your device, you can now connect your device to the Internet. The connection is started automatically when you begin using a program that accesses the Internet such as Internet Explorer® Mobile.

To manually start a data connection

If you have set up multiple types of data connections on your device, you can manually start a connection.

1. Tap **Start > Settings > Connections** tab **> Connections**.
2. Tap **Manage existing connections**.
3. Tap and hold the name of the desired connection, then tap **Connect**.

To disconnect active data connections

- Tap the **Wireless Manager** icon ( ) on the Today screen, and then tap the **Data Connection** button ( ).

10.7 Internet Explorer® Mobile

Internet Explorer Mobile is a full-featured Internet browser, optimized for use on your device.

To open Internet Explorer

On the Today screen, tap **Start** > **Internet Explorer**.

Browsing the Web

1. Enter the URL address in the address bar and tap .
2. Use the NAVIGATION CONTROL to browse the Web page. Press ENTER when a link is highlighted to access it.

While browsing the Web, tap **Menu** to open a list of options that will let you change the view, save Favorites, and set Internet Explorer Mobile preferences, and more.



Tap **Menu > Add to Favorites** to save the current Web page in your Favorites folder. Tap **Favorites** to access your Favorites folder.



Tap **Menu > View** and then select the text size and type of view you want to use while browsing a Web page.



Tap **Menu > Tools** to let you send the link via one of the messaging accounts, view the page's properties, or set Internet Explorer Mobile preferences.

For more information about Internet Explorer Mobile, please go to http://www.microsoft.com/windowsmobile/help/pocketpc/browseinternet.mspx

10.8 Using Your Device as a Modem (Wireless Modem)

You can use **Wireless Modem** to set your Windows Mobile powered device as a USB or Bluetooth modem for your notebook when you don't have access to the Internet on your notebook. Follow the procedures in this section to connect a Windows Vista™ notebook to the Internet using Wireless Modem.

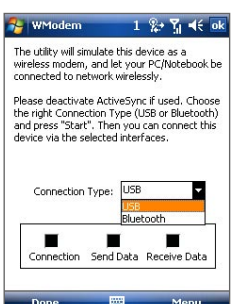
Note When you activate Wireless Modem, the Windows Mobile Device Center or ActiveSync connection will be disabled automatically.

Activate your device as a modem

Connect your device to your notebook using the USB cable or Bluetooth, then follow the steps below to activate your device as a modem.

Note If you will use your device as a Bluetooth modem, create a Bluetooth partnership first between your device and notebook before using Wireless Modem. For more information, see "Bluetooth partnerships" in this chapter.

1. On your device, tap **Start** > **Settings** > **Connections** tab > **Wireless Modem**. You can also tap the **Wireless Modem** icon on the Wireless Manager screen.
2. In the **Connection Type** list, select how your device is connected to the notebook: **USB** or **Bluetooth**.
3. If you're connecting via USB, plug in the USB cable between your device and the notebook.
4. Tap **Menu** > **Start**.
5. The next thing to do is to add your device as a modem onto your notebook.

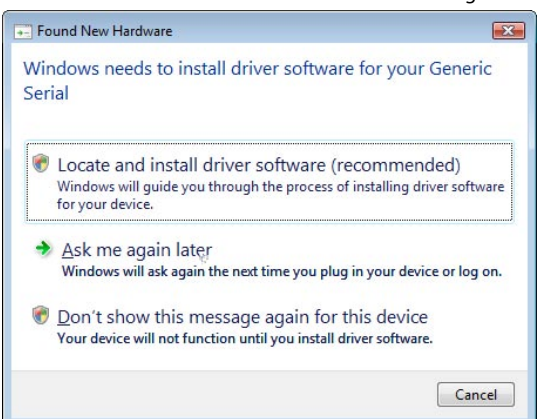


Add your device as a modem to your notebook

To add your device as a USB modem to your notebook

After you tap **Menu > Start** on the Wireless Modem screen of your device, your computer will automatically detect that your device has been connected. The Found New Hardware dialog box will then appear on your computer.

1. Click **Cancel** to close the Found New Hardware dialog box.



2. Open the Control Panel, then click **Device Manager**.
3. Right-click **Generic Serial**, then click **Update Driver Software**.
4. Click **Browse my computer for driver software**, then click **Let me pick from a list of device drivers on my computer**.
5. Click **Show All Devices**, then click **Have Disk** and browse the Getting Started Disc to locate the USB modem driver for your device.
6. **HTC USB Modem** will then be displayed. Select this modem driver then click **Next**.
7. If you see the Update Driver Warning message, simply click **Yes** to continue with the installation.

8. In the Windows Security dialog box, click **Install this driver software anyway** to continue with the installation.
9. Wait for the installation of the HTC USB Modem to complete, then tap **Close**.

To add your device as a Bluetooth modem to your notebook

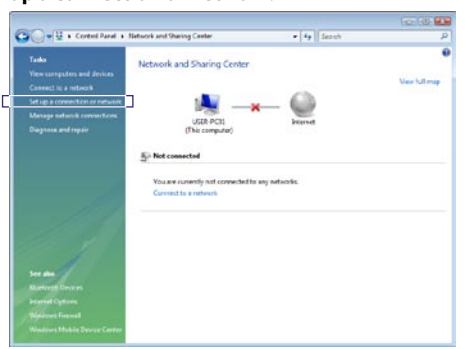
1. On your device, turn on Bluetooth and set it to visible mode.
2. Connect a Bluetooth radio adapter on your computer. (Refer to the manufacturer's documentation for details on how to install). After a Bluetooth radio adapter is installed on your computer, the Control Panel and System Tray will have the **Bluetooth Devices** icon. Right-click this icon then click **Open Bluetooth Settings**.
3. In the Bluetooth Devices window, click **Add**.
4. The Add Bluetooth Device Wizard opens. Select the **My device is set up and ready to be found** check box then click **Next**.
5. The wizard then detects your device and displays its name in the dialog box. Select the device name then click **Next**.
6. Select **Let me choose my own passkey** then enter a passcode (1 up to 16 digits) that will serve as an identification number for establishing a secure connection between your device and the computer. Click **Next**.
7. A confirmation message then appears on your device. Tap **Yes** to accept the connection, enter the same passcode, then tap **Next**.
8. On the computer, click **Finish** to exit the wizard.
9. On your device's Partnership Settings screen, you can change the display name for the computer then tap **Finish**.

   After you have finished creating a Bluetooth connection between your device and computer, Windows Vista automatically detects your device and then installs it to your computer as a Bluetooth modem.

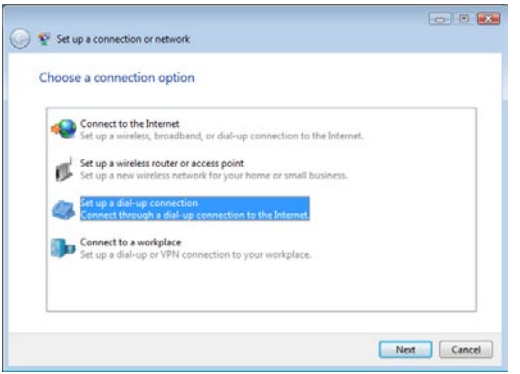
Create a modem dial-up connection

Once the notebook recognizes your device as a modem, create a new modem dial-up connection on your notebook. You can then use this connection to dial up and connect to the Internet.

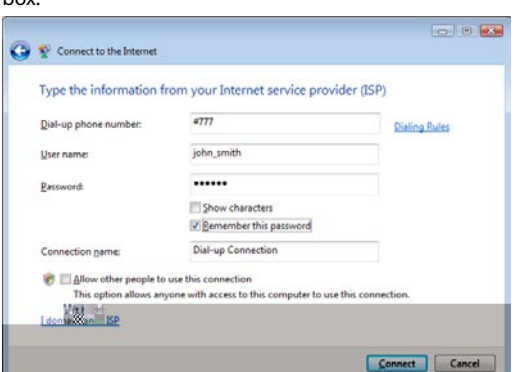
1. On your notebook, click **Start > Control Panel**.
2. Double-click **Network and Sharing Center**.
3. On the left-hand panel of the Network and Sharing Center, click **Set up a connection or network**.



4. Click **Set up a dial-up connection** then click **Next**.

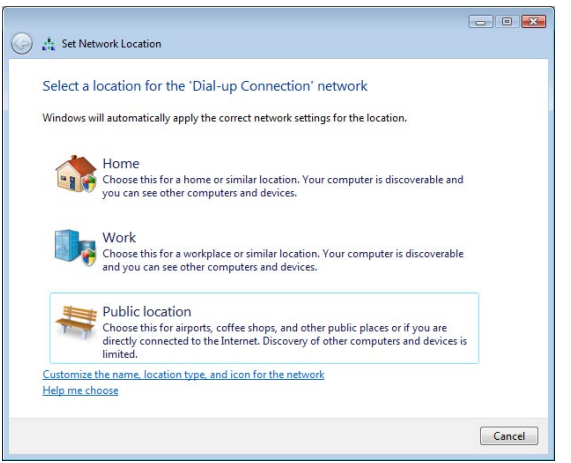


5. Enter the following information: dial-up phone number, your user name and password. Also select the **Remember this password** check box.



6. When you have finished entering the information, click **Connect**. Your notebook then starts to dial up to the Internet using your device as a modem.

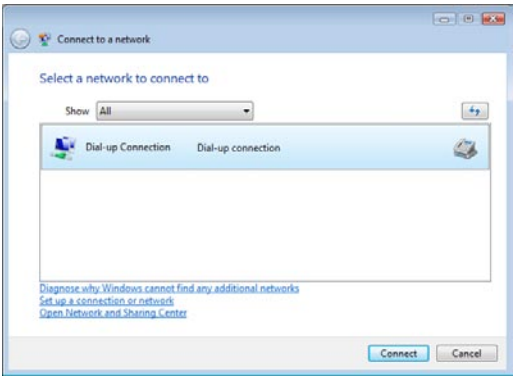
7. When you see a dialog box that shows you are connected to the Internet, click **Close**.
8. In the Set Network Location dialog box, choose the type of location where you will use the dial-up connection.



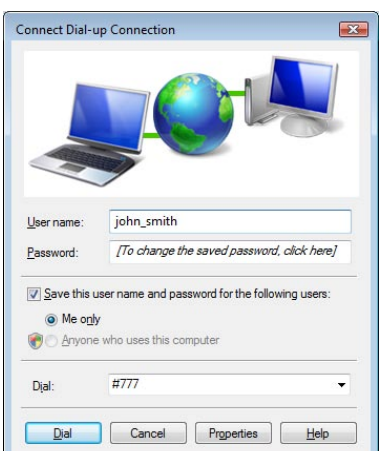
Dial up and connect to the Internet

Follow these steps whenever you want to dial up to the Internet on your notebook using your device as a modem:

1. If Wireless Modem has not yet been activated on your device, select the type of connection (USB or Bluetooth) then tap **Menu > Start**.
2. On your notebook, click **Start > Connect to**.
3. Select the name of the dial-up connection then tap **Connect**.



4. The **Connect Dial-up Conection** dialog box then opens. Click **Dial** to dial up and connect to the Internet.



To end the dial-up connection

- On the Wireless Modem screen, tap **Done** or tap **Menu > Stop**.

10.9 Bluetooth

Bluetooth is a short-range wireless communications technology. Devices with Bluetooth capabilities can exchange information over a distance of about eight meters without requiring a physical connection.

Bluetooth modes

Bluetooth on your device operates in three different modes:

- **On**. Bluetooth is turned on. Your device can detect other Bluetooth-enabled devices, but not vice versa.
- **Off**. Bluetooth is turned off. In this mode, you can neither send nor receive information using Bluetooth. Turn off Bluetooth when not in use to conserve battery power, or in places where using a wireless device is prohibited, such as on board an aircraft and in hospitals.
- **Visible**. Bluetooth is turned on, and all other Bluetooth-enabled devices can detect your device.

Note By default, Bluetooth is turned off. If you turn it on, then turn off your device, Bluetooth also turns off. When you turn on your device again, Bluetooth automatically turns on.

To turn Bluetooth on and make your device visible

1. On your device, tap **Start > Settings > Connections** tab **> Bluetooth > Mode** tab.
2. Select the **Turn on Bluetooth** and **Make this device visible to other devices** check boxes.
3. Tap **OK**.

Bluetooth partnerships

A Bluetooth partnership is a relationship that you create between your device and another Bluetooth-enabled device in order to exchange information in a secure manner.

To create a Bluetooth partnership

1. On your device, tap **Start > Settings > Connections** tab **> Bluetooth**.
2. On the **Devices** tab, tap **Add new device**. Your device searches for other Bluetooth devices and displays them in the box.

3. Tap the desired device name in the box.
4. Tap **Next**.
5. Specify a passcode to establish a secure connection. The passcode can be 1 up to 16 characters.
6. Tap **Next**.
7. Wait for the paired device to accept the partnership. The receiving party needs to enter the same passcode that you specified.
8. The name of the paired device is then displayed. You may edit and enter a new name for that device.
9. Select the check boxes of services that you want to use from the paired device.
10. Tap **Finish**.

Note Creating a Bluetooth partnership between two devices is a one-time process. Once a partnership is created, the devices can recognize the partnership and exchange information without entering a passcode again.

To accept a Bluetooth partnership

1. Ensure that Bluetooth is turned on and in visible mode.
2. Tap **Yes** when prompted to establish a partnership with the other device.
3. Enter a passcode (the same passcode that is entered on the device requesting the partnership) to establish a secure connection. The passcode must be between 1 and 16 characters.
4. Tap **Next**.
5. Tap **Finish**. You can now exchange information with the paired device.

Tips

- To rename a Bluetooth partnership, tap and hold the partnership's name on the **Devices** tab of the Bluetooth Settings screen, then tap **Edit**.
- To delete a Bluetooth partnership, tap and hold the partnership's name on the **Devices** tab, then tap **Delete**.

Connect a Bluetooth hands-free or stereo headset

For hands-free phone conversations, you can use a Bluetooth hands-free headset such as a car kit with your device. Your device also supports A2DP (Advanced Audio Distribution Profile) which means that you can use a Bluetooth stereo headset for hands-free phone conversations and for listening to stereo music.

To connect a Bluetooth hands-free or stereo headset

1. Make sure that both your device and the Bluetooth headset are turned on and within close range, and that the headset is visible. Refer to the manufacturer's documentation to find out how to set the headset in visible mode.
2. Tap **Start > Settings > Connections** tab.
3. Tap **Bluetooth > Devices** tab > **Add new device**. Your device searches for other Bluetooth-enabled devices and displays them in the list.
4. Tap the name of the Bluetooth headset, then tap **Next**.
5. Enter the passcode of the Bluetooth headset, then tap **Next**.
6. Make sure the **Hands Free** check box is selected. If you have a Bluetooth stereo headset, also make sure **Wireless Stereo** is selected.
7. Tap **Finish**.

   While the Bluetooth stereo headset is connected, the **Headset** icon ( ) will appear on the title bar.



Note If the Bluetooth stereo headset becomes disconnected, turn the headset on and repeat steps 1 to 3 above. Tap and hold the name of the Bluetooth stereo headset and tap **Set as Wireless Stereo**.

Beam information using Bluetooth

You can beam information, such as contacts, calendar items, and tasks, as well as files from your device to your computer or to another Bluetooth-enabled device.

Note If your computer does not have built-in Bluetooth capability, you need to connect and use a Bluetooth adapter or dongle on your computer.

To beam information from your device to a computer

1. Turn on Bluetooth on your device, and make your device visible. For information about this, see "To turn Bluetooth on and make your device visible".
2. Next, set Bluetooth on your computer to visible mode, create a Bluetooth partnership, then enable your computer to receive Bluetooth beams.

   If your computer has **Windows Vista** or **Windows XP SP2** and your computer's Bluetooth adapter is supported by your Windows version, do the following steps:

   a. On your computer, open **Bluetooth Devices** from the Control Panel then click the **Options** tab.

   b. For **Windows Vista**, select **Allow Bluetooth devices to find this computer**.

      For **Windows XP**, select **Turn discovery on** and **Allow Bluetooth devices to connect to this computer**.

   c. Create a Bluetooth partnership between your device and computer. For information about creating a partnership, see "Bluetooth partnerships".

   d. In the **Options** tab of **Bluetooth Devices**, select **Show the Bluetooth icon in the notification area**.

   e. To enable your computer to receive Bluetooth beams, right-click the Bluetooth icon at the bottom-right of your computer screen and select **Receive a File**.
3. Now you are ready to beam. On your device, select an item to beam. The item can be an appointment in your calendar, a task, a contact card, or a file.

4. To beam a contact, tap **Menu > Send Contact > Beam**.

   To beam other types of information, tap **Menu > Beam [type of item]**.

5. Tap the device name to which you want to send the beam.
6. If you beamed a calendar, task, or contact item to your computer and it is not automatically added to Outlook, select **File > Import and Export** in Outlook to import it.

To beam information to a Bluetooth-enabled device such as another Windows Mobile powered device, follow steps 1 to 5 in the above procedure.

Tips

- The default folder on your computer where beamed items are stored may be C:\Documents and Settings\your_username\My Documents in Windows XP or C:\Users\your_username\My Documents in Windows Vista.
- For your device to receive Bluetooth beams, tap **Start > Settings > Connections** tab **> Beam** and make sure the **Receive all incoming beam**s check box is selected.

Bluetooth Explorer and Bluetooth file sharing

Bluetooth Explorer searches for other Bluetooth devices that have file sharing enabled and lets you access their Bluetooth shared folder. You can copy files from and to their shared folder, and create subfolders in it. When you enable **Bluetooth file sharing** on your device, other Bluetooth-enabled devices will also be able to access your Bluetooth shared folder.

To enable Bluetooth Explorer and Bluetooth file sharing on your device

1. Tap **Start > Settings > Connections** tab **> Bluetooth > FTP** tab.
2. Select the **Enable Bluetooth Explorer** check box. This makes the **\Bluetooth** device folder visible in the File Explorer.
3. Select the **Enable File Sharing** check box.

   You can use the default Bluetooth shared folder, or tap **Browse** to use another folder as your shared folder.

To use Bluetooth Explorer

1. Bluetooth Explorer is integrated with the File Explorer program. You can open it by tapping **Start** > **Programs** > **Tools** > **Bluetooth Explorer** or by tapping Down arrow (▼) on the upper left of File Explorer then tapping **Bluetooth**.
2. Bluetooth Explorer then scans for other Bluetooth devices that have file sharing enabled. From the list, tap to select a Bluetooth device you want to connect to. You may need to enter a passcode in order for you to connect to the selected device.



3. If there are files contained in the Bluetooth shared folder on the other device, you will be able to see them on the Bluetooth Explorer screen.

   Select one or more files, then tap **Menu** > **Edit** and choose to cut or copy the files.
4. Tap **Up** twice.
5. Navigate to the folder where you want to paste the files on your device, then tap **Menu** > **Edit** > **Paste**.

Use your device as a Bluetooth modem

You can connect your device to a notebook or desktop computer through Bluetooth and use the device as a modem for the computer.

Note If your computer does not have built-in Bluetooth capability, you need to connect and use a Bluetooth adapter or dongle on your computer.

For the computer to use the Internet connection of your device, use Wireless Modem on your device, then set up a wirelss connection between the computer and your device. For more information, refer to the "Add your device as a modem to your notebook" section in this chapter.

Print files via Bluetooth

Connect your device to a Bluetooth printer to print contact information, appointment details, messages, and other file types.

Note You can print files in the **.txt**, **.jpg**, **.xhtml**, **.vcf**, **.vcs** file formats.

Before you start printing, make sure to turn on the Bluetooth printer and to turn on Bluetooth on your device. To turn on Bluetooth, tap **Start > Programs > Wireless Manager** and then tap the **Bluetooth** button.

To print contact information

1. Tap **Start > Contacts** and then select the contact whose information you want to print.
2. Tap **Menu > Print via Bluetooth**.
3. Tap **Menu > Search Device**. Your device starts to search for Bluetooth devices.
4. Select the Bluetooth printer and tap **Menu > Send File**.
5. Set the printing options you want and then tap **Print**.

To print a calendar appointment

1. Tap **Start > Calendar** and then select the appointment whose details you want to print.
2. Follow steps 2 to 5 in the "To print contact information" procedure.

To print a message

1. Tap **Start > Programs > Messaging > Messaging** and then select the messaging account where the message you want to print is located.
2. Select the message you want to print.
3. Follow steps 2 to 5 in the "To print contact information" procedure.

To print a JPEG file

1. Do one of the following:

- In Pictures & Videos, select the JPEG file and then tap **Menu > Print via Bluetooth**.
- In File Explorer, tap and hold the JPEG file and then on the menu, tap **Print via Bluetooth**.

2. Follow steps 3 to 5 in the "To print contact information" procedure:

Chapter 11

Experiencing Multimedia

11.1 Camera (AT&T Tilt only)

11.2 Pictures & Videos

11.3 Windows Media® Player Mobile

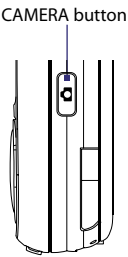
11.1 Camera (AT&T Tilt only)

Taking photos and recording video clips along with audio are easy with your device's built-in camera.

To open the Camera screen

- Press the CAMERA button all the way on your device.
- Tap **Start > Programs > Pictures & Videos > Camera**.
- Tap **Camera** on the Pictures & Videos screen.

The screen orientation automatically switches to landscape mode when you open Camera.



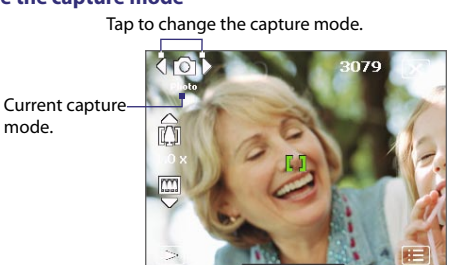
To exit the Camera

Tap the **Exit** icon ( ) on the Camera screen.

Capture modes

The camera on your device allows you to capture pictures and video clips by using various built-in modes with flexibility. The Camera mode is set to the **Photo** capture mode by default. The upper left corner of the screen displays the active capture mode.

To change the capture mode



You can also press NAVIGATION right or left to change the capture mode.

The available capture modes of the camera are as follows:

- **Photo**: Captures standard still images.
- **Video**: Captures video clips, with or without accompanying audio.
- **MMS Video**: Captures video clips suitable for sending with MMS messages.
- **Contacts Picture**: Captures a still image and gives you the option to immediately assign it as a Photo ID for a contact.
- **Picture Theme**: Captures still images and places them within frames.
- **Panorama**: Captures a sequence of still images continuously in one direction, and allows stitching of all the images to create a panoramic view of a scenery.
- **Sports**: Captures a sequence of still images (3, 5, 7, or 10) automatically.
- **Burst**: Captures a sequence of still images (maximum 30) as long as the CAMERA button on the device or the ENTER button on the NAVIGATION Control is kept pressed.

File formats supported

Using the available capture modes, the camera in your device captures files in the following formats:

Capture type	Format
Photo/Contact Picture/Picture Theme/Panorama/Burst/Sports	JPEG
Video / MMS Video	MPEG-4 (.mp4), H.263 (.3gp)

Camera controls

The camera comes with an auto-focus function to let you capture sharp and crisp photos and videos of your subjects. Depending on the option you have chosen in **Shoot Option**, you will need to either press the CAMERA button half-way or all the way to take a photo or to start capturing video.

When you press the CAMERA or ENTER button, the Camera starts to focus on the subject, indicated by a flashing bracket (). When focus is set, the bracket changes to a steady green bracket ().

Note The Shoot Option only applies to the CAMERA button. Pressing the ENTER button automatically takes the shot.

Taking photos

- Press the CAMERA button or the ENTER button to take a photo or contacts picture.
- Press the CAMERA button or the ENTER button each time when taking photos for a picture theme or panorama.
- To take consecutive shots in Sports mode, press the CAMERA button

On-screen controls and indicators

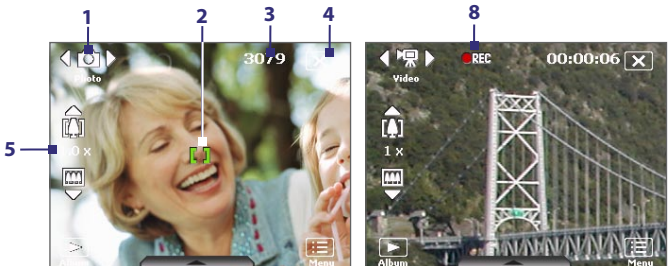
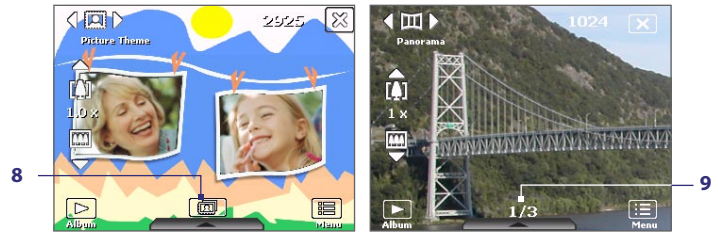


Photo mode

Video mode

1. **Mode Switching control**. Tapping the left/right arrow (/) on the screen allows you to switch the capture mode.
2. **Auto-focus indicator**. Displays a flashing bracket ( ) when focusing. When focus is set, the flashing bracket changes to a steady green bracket ( ).
3. **Remaining information indicator**. In Photo, Contacts Picture, Picture Theme, Panorama, Sports, and Burst modes, this shows the remaining, available shots of pictures based on current settings. In Video and MMS Video modes, this shows the remaining duration that can be recorded. While recording video, this shows the recorded duration.
4. **Exit**. Tap ( ) to exit the Camera program.
5. **Zoom control**. Tapping the up/down arrow (/) or tapping / on the screen allows you to zoom in or zoom out.

   Note This control only appears when zooming is supported by the **Resolution** you have selected.
6. **Album**. Tap to open Pictures & Videos.
7. **Menu**. Tap to open the Camera Settings screen.
8. **Recording indicator**. This shows a red, blinking indicator while video recording is in progress.



Picture Theme mode

8 **Template Selector icon**. In Picture Theme mode, tap to toggle among the different templates. After taking the first photo, this icon switches to **Progress indicator**.

9 **Progress indicator**. In Picture Theme, Panorama, Sports, and Burst modes, this shows the total number of consecutive shots.

Quick Settings Panel

The Quick Settings Panel provides a quick way of adjusting some camera settings. Tap on the screen to open the menu; tap again to close.

Note The available settings on the menu depend on the Capture mode selected.



1 **Resolution**. The resolution icon (/ / / / /) indicates the current resolution. Tap to toggle among the different resolutions.

2 **White Balance**. Tap to toggle among the different white balance settings: Auto ( ), Daylight ( ), Night ( ), Incandescent ( ), and Fluorescent ( ).

3 **EV**. Tapping the minus/plus icon (/) decreases or increases the brightness level.

4 **Storage**. Tap to toggle between saving captured photos or video clips on the device memory ( ) or on the memory card ( ).

5 **Self-timer**. Tap to set the Self-timer to 2 seconds, 10 seconds, or off when in the Photo or Contacts Picture mode. When you press the ENTER button or the CAMERA button to capture a still image, it starts to count down, and then captures a still image after the assigned time (2 seconds or 10 seconds).

Zooming

Before capturing a still image or a video clip, you can zoom in to make the object in focus move closer or zoom out to make the object move farther away.

To zoom in

- Press NAVIGATION up on your device; or
- Tap the triangular Up arrow above the Zoom Ratio indicator. When the zooming limit is reached, you will hear a beep.

Note The zoom control only appears onscreen when zooming is supported by the **Resolution** you have selected.

To zoom out

- Press NAVIGATION down; or
- Tap the Down arrow below the Zoom Ratio indicator.

Note The zoom control only appears onscreen when zooming is supported by the **Resolution** you have selected.

The camera zoom range for a picture or a video clip depends on the capture mode and capture size. The following table provides a summary.

Capture mode	Capture size setting	Zoom range
Photo	3M (2048 x 1536)	No zooming available
	2M (1600 x 1200)	No zooming available
	1M (1280 x 960)	1.0x to 2.0x
	Large (640 x 480)	1.0x to 2.0x
	Medium (320 x 240)	1.0x to 4.0x
	Small (160 x 120)	1.0x to 8.0x
Video	CIF (352 x 288)	1x and 2x
	Large (320 x 240)	1x and 2x
	Medium (176 x 144)	1x and 2x
	Small (128 x 96)	1x and 2x
MMS Video	Medium (176 x 144)	1x and 2x
	Small (128 x 96)	1x and 2x
Contacts Picture	Large (480 x 640)	1.0x to 2.0x
	Medium (240 x 320)	1.0x to 4.0x
Picture Theme	Determined by the current template	Depends on the size of the template currently loaded
Panorama	Large (640 x 480)	1x and 2x
	Medium (320 x 240)	1x, 2x and 4x
Sports	Large (640 x 480)	1x and 2x
	Medium (320 x 240)	1x, 2x and 4x
Burst	Large (640 x 480)	1x and 2x
	Medium (320 x 240)	1x, 2x and 4x

The Review screen



Review screen

After taking a still image or recording a video clip, you can view the image or video clip on the **Review screen**.

You can also tap the following icons at the bottom of the Review screen:

Icon	Function
Back	Go back to the live Camera screen.
Delete	Remove the captured image or video.
Send	Send via e-mail or MMS.
View	View the image in the Pictures & Videos program, or play the captured video in Windows Media® Player Mobile.
Assign to Contacts	Associate the photo to a selected contact.
Browse	After capturing in Sports or Burst mode, the total number of consecutive shots is shown in the lower right corner of the Review screen. Tap the up/down arrow to browse through the sequence of photos.

To change the display duration of the Review screen

1. Tap to open the Camera Settings screen.
2. On the Camera Settings screen, tap . The Advanced menu then appears.
3. Tap **Review Duration**, then tap the desired time length for displaying captures on the Review screen.

Camera settings

While capturing a still image or video clip using any capture modes, tap the **Menu** icon ( ) to access the Camera Settings screen. The Camera Settings screen allows you to configure capture settings.



Camera Settings screen in Photo mode

When you tap the icons at the bottom of the Camera Settings screen, different menus will appear. Some menus and options may be available only in certain capture modes.

You can either tap on-screen or press the Navigation Control buttons to navigate the Camera Settings screen.

Self-timer menu

- **Self-timer**. Select the Self-timer option for capturing images: **Off**, **2 seconds**, or **10 seconds**. Selecting 2 seconds or 10 seconds delays the capturing by the specified time after you press the CAMERA button or the ENTER button.

Template menu

- **Template**. Select a template (in Picture Theme mode only).

Sports/Burst Settings menu

- **Capture Speed**. This determines the interval between shots. **Fast** captures consecutive shots at the shortest interval.
- **Snapshots**. Select the number of consecutive shots to capture (in Sports mode only).

Storage menu

- **Storage**. Select where you want to save your files. You can either save the files to the main memory or a storage card.

Panorama Settings menu

- **Direction**. Choose in what direction images will be stitched in a panorama.
- **Stitch Count**. Select the desired number of snapshots to be taken and stitched into a panorama.
- **Auto Stitch**. When the Auto Stitch is **On**, the camera automatically stitches snapshots into one single file. If Auto Stitch is **Off**, the snapshots are saved as separate files.

Ambience menu

- **White Balance**. Select a white balance setting type such as Fluorescent, Night, etc. to suit your lighting environment.
- **Effect**. Choose a special effect such as Grayscale, Sepia, etc., to apply to your photos or video clips.

Note **White Balance** cannot be applied if an **Effect** has already been applied.

Capture Settings menu

- **Resolution**. Select the desired image or video size.
- **Quality**. Select the JPEG image quality level for all captured still images. You can choose from **Basic**, **Normal**, **Fine**, and **Super Fine**.
- **Metering Mode**. Select a metering mode to allow the camera to measure the amount of light in the center and around the image and calculate the best-fit exposure value before capturing. Choose either **Center Area** to measure light using the center area of the image or **Average** to measure light using the area all around the image.
- **Time Stamp** (Photo, Sports and Burst modes). Choose whether or not to include the shooting date and time on captured photos.

Capture Mode menu

- **Mode**. Switch between different capture modes such as Photo, Video, Contacts Picture, and more. For more information about these modes, see "Capture modes" earlier in this chapter.

Advanced menu



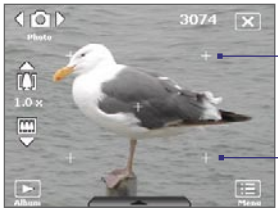
Tap the left/right icon in this bar to switch between the menu pages in the Advanced menu.

Alternatively, when using the NAVIGATION Control buttons, press NAVIGATION up/down to go to this bar. Then, press NAVIGATION left/right to switch between the menu pages.

- **Capture Format**. Select the desired file format.
- **Shutter Sound**. Choose whether or not you want the camera to make a shutter sound when you press the ENTER or CAMERA button.
- **Shoot Option**. The camera comes with an auto-focus feature that is activated when the CAMERA or ENTER button is pressed. Selecting **Full Press** requires you to press the CAMERA button all the way to take the shot after auto-focus is set. Selecting **Half Press** automatically takes the shot after auto-focus is set.

  Note This option only applies to the CAMERA button. Pressing the ENTER button automatically takes the shot.

- **Grid** (Photo mode only). Choose whether or not to show a grid on the Camera screen. Showing a grid helps you frame and center your subject more easily and accurately.



- **Keep Backlight**. Turn the backlight on or off. This overrides your device backlight settings while you are using the camera.
- **Review Duration**. Set a time length for displaying the captured image/video on the Review screen before automatically saving it and returning to the live Camera screen. Select **No Limit** if you do not want to impose a time limit. Select **No Review** to immediately return to the live Camera screen after capturing.
- **Flicker Adjustment**. When taking indoor shots, flicker on the camera screen may be caused by inconsistencies between the vertical scan rate of the camera display and the flicker frequency of fluorescent lighting. To reduce flicker, you can change the flicker adjustment setting to **Auto** or to the proper frequency (**50Hz** or **60Hz**) of the country where your device is being used.
- **Record with Audio**. Select **On** to record audio with the captured video clips. This is selected by default. If you select **Off** and then capture a video clip, it will have no audio.
- **Prefix**. Specify how to name captured images and video clips. When **Default** is selected, the file name of each new captured file is set to "IMAGE" or "VIDEO" followed by a sequential number, for example: IMAGE_001.jpg. You may also choose to name files using either the current **Date** or **Date & Time** as the prefix.
- **Counter**. By default, captured image or video files are named with a prefix and some sequential numbers, such as 001, 002, and so on. To reset the numbering to "001" for your captured files, tap **Reset**.
- **Recording Limit**. Specify the maximum time or file size for recording.

- **Template Folder** (in Picture Theme mode only). By default, templates are stored in the **\My Documents\Templates** folder on the device's **Main Memory**. If you transferred some templates to a storage card (via File Explorer), set this option to **Main + Card** to specify that templates are located in both the main memory and the storage card.
- **Adjust**. This option allows you to adjust the camera display properties, such as **Contrast**, **Saturation**, **Hue**, and **Sharpness**.

1

To open Pictures & Videos

Tap **Start > Programs > Pictures & Videos > Pictures & Videos**.

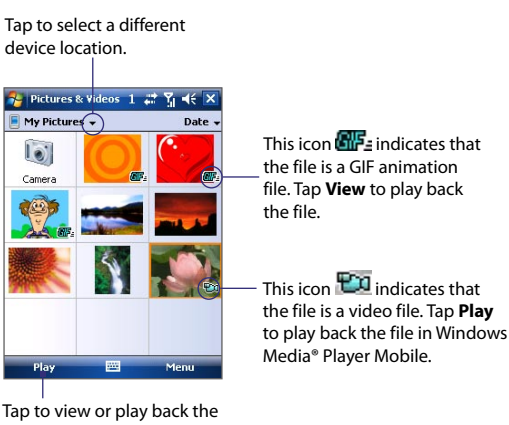
To copy media files to your device

- Copy pictures and GIF animation files from your PC or a storage card to the My Pictures folder on your device.
- Copy video files to the My Videos folder.

For more information about copying and managing files on your device, see Chapter 9.

To view media files

1. On the Today screen, tap **Start > Programs > Pictures & Videos > Pictures & Videos**.
2. Select a media file and click **View** or **Play** (if video file) to view or play back the file.



Pictures & Videos menu

Select a media file onscreen and tap **Menu** to open a list of options that you can do with the selected media file.



You can choose to send the selected media file via one of your messaging accounts, beam it to another device, play the pictures as a slide show, send the picture to your friends or relatives via MMS, and more.

Tap **Options** to customize picture settings and slide show playback preferences.

Note The available menu options depend on the selected media file.

When viewing a picture file, tap **Menu > Set as Today Background** to set the picture as your Today Screen background.

Edit a picture

You can also do minor touch ups to a still image file such as rotate and crop.

1. In Pictures & Videos, select the picture you want to edit and tap **View**.
2. Tap **Menu > Edit**.
3. Tap **Rotate** to rotate the picture 90 degrees clockwise or tap **Menu** to access more editing options.

   Tip Each tap of **Rotate** rotates the picture 90 degrees clockwise.
4. Tap **OK**.

11.3 Windows Media® Player Mobile

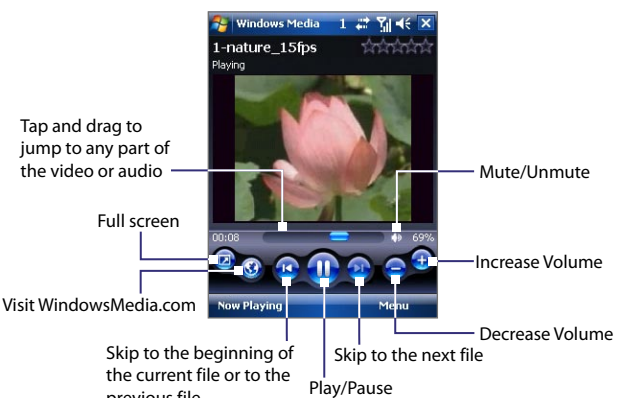
You can use Windows Media® Player Mobile to play digital audio and video files that are stored on your device or on a network, such as on a Web site.

To open Windows Media Player Mobile

Tap **Start > Programs > Windows Media**.

About the controls

The following are available controls on the Windows Media® Player Mobile.



About the screens and menus

Windows Media® Player Mobile has three primary screens:

- **Playback screen**. The screen that displays the playback controls (such as Play, Pause, Next, Previous, and Volume) and the video window.
- **Now Playing screen**. This special playlist indicates the current file being played and any files that are "queued up" to play next.
- **Library screen**. The screen that lets you quickly find your audio files, video files, and playlists.

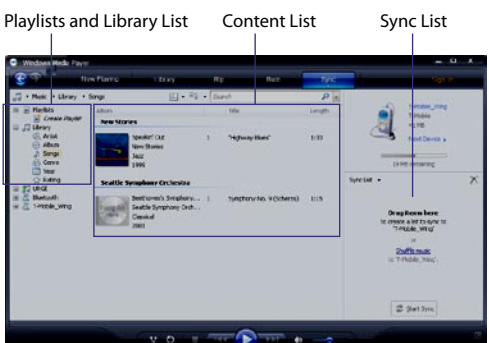
2. In the Device Setup Wizard, type a name for your device and click **Finish**.
3. On the leftmost pane, right-click your device and select **Set Up Sync**.

   Note You can also sync your storage card if you have one installed on your device. To sync, right-click **Storage Card**.
4. On the Device Setup dialog box, select **Sync this device automatically** and then select the playlist(s) that you want to sync between your PC and device.
5. Click **Finish**.

The files begin synchronizing to your device. The next time you connect your device to your PC while Windows Media® Player is running, synchronization will start automatically.

To synchronize content manually to your device

1. If you have not set up synchronization between your device and PC, follow steps 1 to 3 in "To synchronize content to your device automatically".
2. Click the **Sync** tab on the Windows Media® Player of your PC. Select a Playlist or a Library on the left panel of the Windows Media® Player.
3. From the Content List, drag the media files that you want to sync to your device and drop them to the Sync List.



To play music files with Music Plug-In on the Today screen

- Tap **Click here to play music** on the Today screen.
  The music files will automatically start playing with Windows Media Player Mobile.



Note To make the **Music Plug-In** appear on the Today screen, tap **Start > Settings > Today > Items** tab and check **Music Plug-In**.

Playlists

A playlist is a list of digital media files that play in a specified order. By using playlists, you can group audio and video files together for convenient playback.

In Windows Media® Player on your PC, you can create playlists and synchronize them with your device.

In Windows Media® Player Mobile on your device, you can create a new playlist by saving the current Now Playing playlist and giving it a new name.

To save a new playlist

1. If you are not on the Library screen, tap **Menu > Library**.
2. Tap to select a category (for example, My Music or My Playlists).
3. Select a media file that you want, then tap **Menu > Queue Up**. This adds the file to the Now Playing list.

   Repeat this step until you have added all desired media files to the Now Playing list.

   Note You cannot select multiple files simultaneously.
4. After adding the media files, tap **Menu > Now Playing**.
5. On the Now Playing screen, tap **Menu > Save Playlist**.
6. Enter the playlist name then tap **Done**.
7. To play back the playlist you created, tap My Playlists in the Library, select your playlist, then tap **Play**.

Troubleshooting

If you encounter a problem while using the Windows Media® Player Mobile, a number of resources are available to help you troubleshoot the issue.

For more information, see the Troubleshooting Windows Media® Player Mobile page at the Microsoft Web site (http://www.microsoft.com/windows/windowsmedia/player/windowsmobile/troubleshooting.aspx).

Chapter 12

Managing Your PDA Phone

12.1 Adding and Removing Programs
12.2 Managing Memory
12.3 X-Button
12.4 Resetting Your Device
12.5 Checking System Information
12.6 Battery Saving Tips

12.1 Adding and Removing Programs

Before you purchase additional programs for your device, make sure that they are compatible with your device.

To add programs

1. Download the program to your PC (or insert the CD or disk that contains the program into your PC). You may see a single ***.exe** file, a ***.zip** file, a Setup.exe file, or several versions of files for different device types and processors. Be sure to select a program designed for your device and processor type.
2. Read any installation instructions or documentation that comes with the program. Many programs provide special installation instructions.
3. Connect your device to the PC.
4. Double-click the ***.exe** file.

To remove programs

You can only remove programs that you installed. Programs that come with your device cannot be removed.

1. Tap **Start** > **Settings** > **System** tab > **Remove Programs**.
2. In the **Programs in storage memory** list, select the program you want to remove, and tap **Remove**.
3. Tap **Yes**. If another confirmation message appears, tap **Yes** again.

12.2 Managing Memory

You may need to stop a program if it becomes unstable or the program memory is low.

To see how much memory is available

- Tap **Start > Settings > System** tab **> Memory**.
- On the **Main** tab, the amount of memory allocated to file and data storage versus program storage is displayed, as well as the amount of memory in use versus the available memory.

To see available storage card memory

You can see how much memory is available on a storage card that is inserted in your device.

1. Tap **Start > Settings > System** tab **> Memory**.
2. Tap the **Storage Card** tab.

To free up program memory

Try the following to free memory on your device:

- Close programs you are not currently using.
- Move e-mail attachments to a storage card.
- Move files to a storage card. Tap **Start > Programs > Tools > File Explorer**. Tap and hold the file, and tap **Cut**. Browse to the storage card folder and tap **Menu > Edit > Paste**.
- Delete unnecessary files. Tap **Start > Programs > Tools > File Explorer**. Tap and hold the file, and tap **Delete**.
- Delete large files. To find your largest files, tap **Start > Programs > Tools > Search**. In the **Type** list, tap **Larger than 64 KB**, and tap **Search**.
- In Internet Explorer® Mobile, delete temporary Internet files and clear history information. For more information, see "Internet Explorer® Mobile" in Chapter 10.
- Remove programs you no longer use.
- Reset your device.

12.3 X-Button

X-Button lets you view and stop running programs, configure the button, and enable the Quick Menu on the Today screen.

To open X-Button

Tap **Start** > **Settings** > **System** tab > **X-Button**.

To view running programs in X-Button

1. Tap the **Running** tab to view the **Running Programs List**.
2. Select the check box of the programs that you want to close, and then tap **Stop Selected** to close them.

Tips

- To switch back to a running program, tap the program name to open a shortcut menu then tap **Activate**.
- Tap **Stop All** to close all programs in the list.

To add a program to the exclusive list

Programs added to the **Exclusive Programs List** will not be ended when you tap **Stop Selected** or **Stop All** and will not be listed on the Quick Menu on the Today Screen.

1. Tap the **Running** tab.
2. Tap the program in the list to open a menu.
3. Tap **Add Exclusive** to add it into the Exclusive Programs List.

Tip To remove a program from the exclusive list, tap the **Exclusive** tab, select the check box of that program, then tap **Remove**.

To view the exclusive programs, tap the **Exclusive** tab.

To configure the Exit ( ) button to end programs

1. Tap the **Button** tab.
2. Select the **Enable the "X" button to end running programs** check box.

Note If this option is not enabled, programs will continue to run in the background and tapping the exit button will only close the program screen, not end the program.

3. Choose the action to use for ending programs (by tapping the "X" button, tapping and holding the button, or both).

To enable the Quick Menu

1. Tap **Start** > **Settings** > **System** tab > **X-Button** > **Button** tab.
2. Select **Enable Quick Menu on Today screen**.
3. Tap **OK** to exit X-Button.

Note See Chapter 1 for more information about Quick Menu.

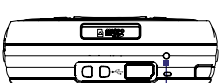
12.4 Resetting Your Device

Soft reset

Occasionally, you may need to reset your device. A soft (or normal) reset of your device clears all active program memory and shuts down all active programs. This can be useful when your device is running slower than normal, or a program is not performing properly. A soft reset is also necessary after the installation of some programs. If a soft reset is performed when programs are running, unsaved work will be lost.

To perform a soft reset

Use the stylus to press the RESET button found at the bottom of your device. Your device restarts and displays the Today screen.



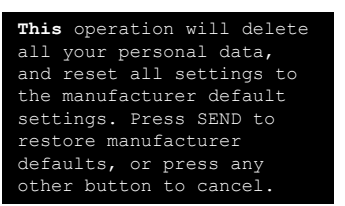
RESET button

Hard reset

You can also perform a hard reset (also known as a full reset). A hard reset should be performed only if a normal reset does not solve a system problem. After a hard reset, the device is restored to its default settings - the way it was when you first purchased it and turned it on. Any programs you installed, data you entered, and settings you customized on your device will be lost. Only Windows Mobile® software and other pre-installed programs will remain.

To perform a hard reset using device keys

1. Press and hold the left SOFT KEY and the right SOFT KEY, and at the same time, use the stylus to press the RESET button at the bottom of your device.
2. Release the stylus, but continue pressing the two SOFT KEYs until you see the following message on the screen:



3. Release the two SOFT KEYs, and then press the button on your device.

Warning! Your device will be set back to factory default settings. Please ensure any additional installed programs and/or user data have been backed up before a hard reset is performed.

To perform a hard reset using Clear Storage

1. Tap **Start > Settings > System** tab **> Clear Storage**.
2. Type "1234" in the box and tap **YES**.

12.5 Checking System Information

If you want to find out about technical details of your device such as the type or speed of the processor, memory size, etc., you can check under Settings for device information.

To find the operating system version number

Tap **Start > Settings > System** tab **> About**.

The version of the operating system on your device is shown near the top of the About screen.

To get detailed device information

Tap **Start > Settings > System** tab **> About**.

The **Version** tab displays important device information, including the type of processor and the amount of memory that is installed.

12.6 Battery Saving Tips

How long your battery power lasts depends on battery type and how you use your device. Try the following to help preserve battery life:

- When the device is not in use, press POWER to switch off the display.
- Tap the **Battery** icon ( ) on the Today screen. On the **Advanced** tab of the **Power** settings screen, you can specify when your device automatically turns off the display to conserve battery power. For optimum conservation, specify 3 minutes or less.
- Use the AC adapter to plug your device into external power whenever possible, especially when using a storage card or when using a modem or other peripherals.
- Adjust the backlight settings. For more information, see "To set the backlight to dim after a time delay" in Chapter 4.
- When you know you are out of range of your Wi-Fi networks, turn Wi-Fi off. Searching for networks consumes a lot of power. For more information about Wi-Fi, Chapter 10.

- Turn Bluetooth off when you are not using it. Make your device visible to other devices only when you are trying to establish a Bluetooth partnership. For more information about Bluetooth, see Chapter 10.
- Lower the volume.
- Close battery-intensive programs, such as the Camera, when you are done using them. Make sure the programs are ended and are not continuously running in the background.

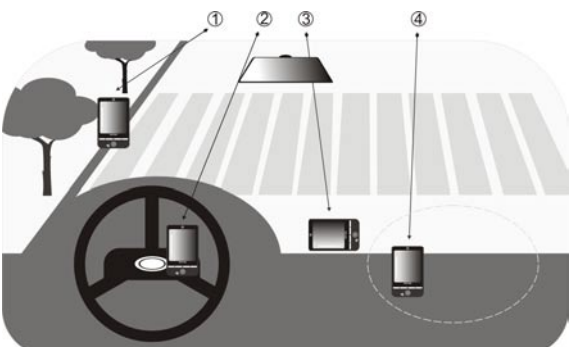
Chapter 13

Using GPS

13.1 Guidelines and Preparation for Using GPS
13.2 Downloading Satellite Data via QuickGPS
13.3 Using GPS Software
13.4 GPS Controls

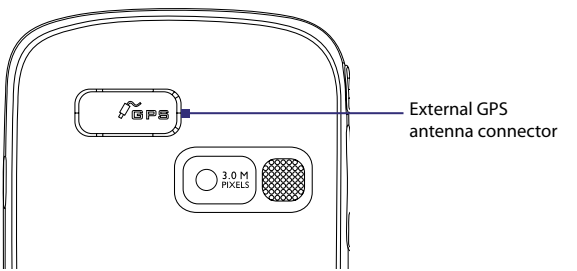
13.1 Guidelines and Preparation for Using GPS

- Do not operate the GPS system while driving.
- The plotted GPS route is only for driving references. It should not affect actual driving behavior.
- Please use the GPS system cautiously. Users shall be liable for any damages resulting from negligent operation of the system.
- When using inside a vehicle, please utilise the car holder to mount the PDA phone securely in place. Please avoid the areas shown in the following diagram:



1. Do not place where it will block the driver's vision.
2. Do not place at where the air bags are.
3. Do not place anywhere in the vehicle without securing in the holder.
4. Do not place where the air bags could deploy.

- The GPS signal cannot pass through solid non-transparent objects. Signal reception may be affected due to obstructions, such as high-rise buildings, tunnels, bridges, forests, bad weather (rainy or cloudy days), etc.
- Signal reception may be affected by obstructions such as high-rise buildings, tunnels, bridges, forests, weather (rainy or cloudy days), etc. If the vehicle's visor contains metal, it will be difficult for the GPS signal to pass through. To have better signal reception, try connecting your device to an external GPS antenna.



- The Global Positioning System (GPS) is built and operated by the US Defense Department. The Department is responsible for the accuracy and maintenance of the system. Any changes that the Department makes may affect the accuracy and function of the GPS system.
- Wireless communication products (such as mobile phones or radar-detecting devices) may interfere with the satellite signal, resulting in unstable signal reception.
- Please do not leave your device in the vehicle and expose to direct sunlight to avoid overheating the battery that could pose damage to the device or risk to the vehicle.

13.2 Downloading Satellite Data via QuickGPS

Before you start to use your device for GPS navigation, open the **QuickGPS** program first to download Ephemeris data (current satellite position and timing information) onto your device. This data is needed to determine the GPS position of your current location.

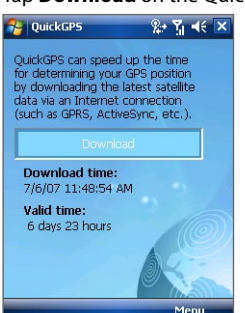
QuickGPS downloads Ephemeris data from a Web server, instead of from the satellites, using the Internet connection on your device, which can be via ActiveSync, Wi-Fi, or GPRS. This significantly speeds up the time for determining your GPS position.

To open QuickGPS

- Tap **Start** > **Programs** > **QuickGPS**.

To download data

- Tap **Download** on the QuickGPS screen.

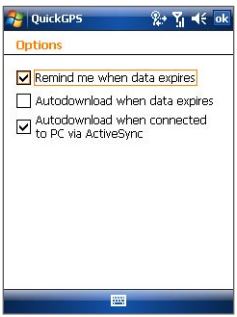


On the screen, initially, you will see the **Valid time** of the downloaded data to be 3 days. As days and time pass, the remaining days and time of validity will be shown.

To speed up GPS positioning, download the latest Ephemeris data when the validity of the data expires.

Download options

To configure download times, tap **Menu > Options** and choose from the following options:



- **Remind me when data expires**. Enables your device to display a reminder message when the validity of the Ephemeris data has expired.

  When you see the reminder message, tap **Menu** to dismiss the reminder or to set the snooze time so that you will be reminded again. Tap **OK** to open the QuickGPS programme and download the latest data.
- **Autodownload when data expires**. Allows Ephemeris data to be automatically updated onto your device when the data has expired.
- **Autodownload when connected to PC via ActiveSync**. Allows Ephemeris data to be automatically downloaded via ActiveSync to your device when your device is connected to your computer. Your computer must be connected to the Internet in order to download data.

Note The Ephemeris data are stored on HTC Web servers. QuickGPS is preconfigured to connect to these servers.

13.3 Using GPS Software

Your device may be pre-installed with the GPS software called **Telenav**. If this is not the case, tap **Get Telenav** on the Today screen to download and install it on your device. You can also tap **Start > Programs > Games & Apps > Get Telenav** to download and install it on your device.

To open the GPS software

- Tap **Start > Programs**, then tap its program icon.

For information about using Telenav or any other GPS software, see Help on your device or get in touch with an AT&T support executive.

13.4 GPS Controls

When a map or menu is shown on the GPS software, use the following controls on your device to navigate:

- On the Map Browser screen, press NAVIGATION up to zoom in, press NAVIGATION down to zoom out on a map.
- Use the NAVIGATION CONTROL to scroll through items in a menu. Press the ENTER button to select a menu item and open the corresponding screen.

Chapter 14

Using Other Applications

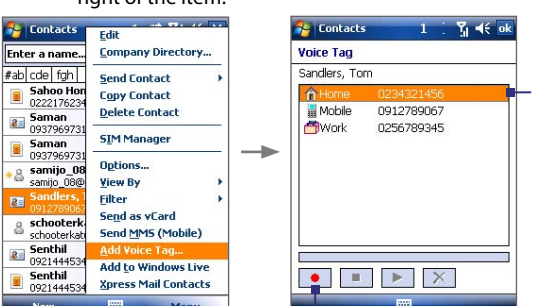
14.1 Voice Speed Dial
14.2 Java
14.3 Push to Talk
14.4 Instant Messaging

14.1 Voice Speed Dial

You can record voice tags so that you can dial a phone number or launch programs simply by speaking a word.

Create a voice tag for a phone number

1. Tap **Start** > **Contacts** to open the Contacts list.
2. Do one of the following:
   - Tap and hold the desired contact, then tap **Add Voice Tag**.
   - Select the desired contact, then tap **Menu** > **Add Voice Tag**.
   - Tap the desired contact to open the contact's detailed screen, then tap **Menu** > **Add Voice Tag**.
3. Select the phone number that you want to create a voice tag, then tap the Record button ( ).
4. When completed, a **Voice Tag** icon ( ) will be displayed on the right of the item.



5. When you create a voice tag for the item, you can do one of the following:
   - Tap the **Record** button ( ) to rebuild the voice tag.

- Tap the **Play** button (▶) to play the voice tag.
- Tap the **Delete** button (✕) to delete the voice tag.

Tip To ensure voice recognition accuracy, please record your voice in a quiet place.

Create a voice tag for a program

1. Tap **Start** > **Settings** > **Personal** tab > **Voice Speed Dial**.
2. The **Application** tab displays a list of all installed programs on your device. The procedure for creating a voice tag for a program is the same as the procedure for creating a voice tag for a phone number.
3. After you have created a voice tag for a program, you can then launch the program by saying the recorded voice tag on the Voice Speed Dial screen (by tapping **Start** > **Programs** > **Voice Speed Dial**).

Make a call or launch programs using a voice tag

1. Tap **Start** > **Programs** > **Tools** > **Voice Speed Dial**.
2. After a "beep" sound, say the recorded voice tag that you have assigned to the phone number you want to call or the program you want to launch. The system will repeat the voice tag and then dial out or launch the program automatically.

Note If the system cannot recognize your voice, try again. Speak more clearly and reduce the surrounding noise.

To view and test the voice tags you have created

1. Tap **Start** > **Settings** > **Personal** tab > **Voice Speed Dial**.
2. The **Voice Tag** tab displays a list that contains all the voice tags you have created. Select an item in the list, and you can do one of the following:
   - Tap the **Record** button (●) to rebuild the voice tag.
   - Tap the **Play** button (▶) to play the voice tag.
   - Tap the **Delete** button (✕) to delete the voice tag.

14.2 Java

MIDlets are Java applications such as games and tools that can run on mobile devices, while a MIDlet suite is a collection of one or more MIDlets. The **Java** program lets you download, install and manage MIDlets or MIDlet suites on your device. Your device supports Java 2 Micro Edition, J2ME.

To open the Java program
Tap **Start > Programs > Tools > Java**.

Install and launch MIDlets/MIDlet suites

There are several ways to install a MIDlet/MIDlet suite.

To download and install via Internet Explorer Mobile

1. Tap **Menu > Install > Browser** to open Internet Explorer® Mobile.
2. Locate the MIDlet/MIDlet suite while connected to the Internet.
3. Select the MIDlet/MIDlet suite to download.
4. Information about the MIDlet/MIDlet suite is then displayed. Tap **Continue**.
5. Confirm to start downloading.
6. Select **<root>** or a folder where to install the MIDlet suite to, then tap **OK**.

To install from your device
You can copy MIDlets/MIDlet suites from the PC to your device using the USB sync cable or Bluetooth connection. Copy them to the root folder or any subfolder on your device.

1. Tap **Menu > Install > Local Files**. The program then searches for MIDlets/MIDlet suites on your device and displays them in a list.
2. From the list, tap the MIDlet/MIDlet suite that you want to install.
3. Confirm to start the installation.
4. Select **<root>** or a folder where to install the MIDlet suite to, then tap **OK**.

To run a MIDlet/MIDlet suite

Do one of the following:

- After installation of the MIDlet/MIDlet suite is complete, tap **Yes**.
- On the Java screen, open the folder that contains the MIDlet/MIDlet suite. Select the MIDlet/MIDlet suite then tap **Launch**.

To uninstall MIDlets

Before you uninstall a MIDlet, make sure that it is not running.

1. Tap and hold the MIDlet, and tap **Uninstall**.
2. Tap **OK** to confirm.

Note To uninstall all MIDlets and folders from the current folder, tap **Menu > Uninstall All**.

14.3 Push to Talk

Push to Talk (**PTT**) provides a "walkie-talkie" like feature for the mobile phone user, which is a half-duplex communication service that allows the user to instantly talk to the other user(s) one-to-one or one-to-many by simply pressing one button on his/her regular cellular phone.

To initialize PTT Service

1. Press the PTT button on the device or tap **Start > Programs > Push to Talk**.
2. Tap **Yes** while you are asked to initialize PTT service.
3. Enter your user name (up to 20 characters).
4. Once the initialization process is complete (it will take several minutes), a message box will appear and then the "Available" icon (☺) will appear in the title bar.
5. You will receive a notification when the PTT service is initialized successfully.

The PTT Main Menu

After launching the PTT application, the PTT Main Menu that containing the following items will appear on the screen.



Control	Description
PTT Contacts	Tap to open the PTT Contact screen.
Add Contacts	Tap to open the PTT New Contact screen, which allows you to add a new contact.
Add Croup	Tap to open the PTT New Group screen, which allows you to add a new group.
Set Your Name	Tap to open the Set Your Name screen, where you can change your user name.
Auto Accept On/Off	Tap to enable/disable the "auto accept invitation" function.
PTT is on/off	Tap to log in/out the PTT service.
About	Tap to display the information of the PTT application.
Exit	Tap to close the PTT application.

To add a contact

1. Tap **Add Contacts** on the PTT Main Menu or tap **Menu > Add Contact** on the PTT Contact screen.
2. Enter the name and phone number of the contact, then tap **OK**.
3. An invitation to join your PTT Contacts will be sent, and the "Invitation in Progress" icon appears on the screen.
4. Once the member accepts, he/she joins your PTT Contact and you join his/her contact. You can judge his/her status from the PTT status icon.

To make a PTT call

1. On the PTT Contact screen, select the contact you want to call.
2. Press and hold the PTT button and begin speaking after a notification sound.
3. Release the PTT button when you are finished speaking.
4. Press the END button to end the call.

Note Check the status of the contact before calling. You can only make a call to the contact when he/she is in **Available** or **Silent/Vibrate** status.

Group PTT

To create a group

1. Tap **Add Group** on the PTT Main Menu or tap **Menu > Add Group** on the PTT Contact screen.
2. On the PTT New Group screen, enter the group name and tap **OK**.
3. Select the members from the list to add them to this group (the selected member will be marked with a "check mark").
4. Once you are finished, tap **Done**. The group invitation will be sent to each member in the group, and the "Invitation in Progress" icon appears on the screen.
5. Once the member(s) in the group accepts, this group will also appear on their PTT Contact screen.

To make a Group Call

1. On the PTT Contact screen, select the group you want to call.
2. Press and hold the PTT button and begin speaking after a notification sound.
3. Release the PTT button when you are finished speaking.
4. Press the END button to end the call.

To make a Quick Group Call

1. On the PTT Contact screen, select an available contact.
2. Tap **Menu > Quick Group**.
3. Select the contacts that you want to add to the quick group call.

4. Press and hold the PTT button and begin speaking after a notification sound. Release the PTT button when you are finished speaking.
5. Press the END button to end the call.

Convert to Cellular

During a PTT call, the call originator can upgrade the PTT call to a cellular call by tapping the **Convert to Cellular** button on the PTT call screen.

If the PTT call originator upgrades the PTT call to a cellular call, the other members will hear a notification sound indicating the call has been converted to a cellular call. They must tap the **Join Cellular** button or press the PTT button to be able to speak on the call. Otherwise, they will only be able to listen to the call. Each member can leave the call by pressing the END button.

Change PTT Status

The following icons indicate your PTT status as well as the PTT status of the contacts and groups on your PTT Contact screen.

Icon	Description
	**Available**: You can hear the PTT call instantly.
	**Silent/Vibrate**: You will be quietly alerted of the incoming PTT call and decide to accept or reject the call.
	**Do Not Disturb**: The incoming PTT call will be blocked. However, you can still make an outgoing PTT call.
	**Unavailable**: The system detects you are out of the network coverage, or you logged out the PTT service.
	**PTT Message**: Indicates that an invitation, contact alert or other message is waiting in the PTT service.
	**Invitation in Progress**: Waiting for a contact to accept your invitation.

To change your PTT status

1. On the PTT Contact screen, tap **Menu > My Availability > Do Not Disturb**. The identification icon turns to Do Not Disturb ( ), indicating that you will not be disturbed by the others.
2. Tapping **Menu > My Availability > Available** makes you available by the others.

To set up Contact Alert

The Contact Alert function allows you to be alerted when a particular contact has changed his/her status; for example, from Unavailable to Available.

1. On the PTT Contact screen, tap **Menu > My Availability > Contact Alert**.
2. Select the contact that you would like to receive an alert from, telling you when they become available.
3. Tap **OK**.

Send Call Me Alert

User can highlight an online individual contact and send Call Me Alert to him/her. And the receiver will get a notification on this.

1. On the PTT Contact screen, select the contact you want to alert and tap **Menu > Call Me Alert**. (Please note that Call Me Alert can only be sent to individuals.)
2. The recipient will receive a message showing "Please call (your name)" on his/her phone.
3. The recipient can reply you via a PTT call by using their PTT button.

Send Voice Message

You can leave a voice message to the selected contacts, groups or group members. However, you voice message cannot be sent to the contact who is in "Invitation in Progress" status.

Voice Message for selected Contact/Group

1. On the PTT Contact screen, select the contact or group you want to send a voice message.
2. Tap **Menu > Voice Message**.

3. Press and hold the PTT button to start recording your message.
4. Release the PTT button when you are finished speaking. The message will be sent to the selected contact or group immediately.

Voice Message for Quick Group

1. On the PTT Contact screen, select an available contact and tap **Menu > Quick Group** to open the PTT Quick Group screen.
2. Select the desired contacts then tap **Menu > Voice Message**.
3. Press and hold the PTT button to start recording your message.
4. Release the PTT button when you are finished speaking. The message will be sent to the quick group.

Voice Message for Dynamic Group

1. On the PTT Contact screen, select available contacts and tap **Menu > Voice Message**.
2. Press and hold the PTT button to start recording your message.
3. Release the PTT button when you are finished speaking. The message will be sent to the dynamic group.

Send SMS/MMS

You can leave a SMS/MMS message to the selected contacts, groups or group members (this feature will be integrated with the native SMS/MMS application).

SMS/MMS for selected Contact/Group

1. On the PTT Contact screen, select the contact or group you want to send a SMS/MMS.
2. Tap **Menu > New Message > SMS** or **MMS**.
3. Compose your message and tap **Send** when completed.

SMS/MMS for Quick Group

1. On the PTT Contact screen, select an available contact and tap **Menu > Quick Group** to open the PTT Quick Group screen.
2. Select the desired contacts then tap **Menu > Send Message > SMS** or **MMS**.
3. Compose your message and tap **Send** when completed.

SMS/MMS for Dynamic Group

1. On the PTT Contact screen, select available contacts and tap **Menu > Send Message > SMS** or **MMS**.
2. Compose your message and tap **Send** when completed.

14.4 Instant Messaging

Instant Messaging (**IM**) delivers all of the features of an online instant messenger that you often use on your computer. With Instant Messaging enabled on your device, you are not only able to stay in touch with friends via phone conversations, but you can also communicate by IM, just as you would do from your computer. With access to the most popular Internet IM services, such as AOL®, Windows Live™, and Yahoo!®, the IM client helps you stay connected at all times, no matter where you are.

With Instant Messaging you can do the following:

- Send and receive instant messages.
- View notifications and alerts.
- Download and update contact list.
- Add, remove and block contacts.
- Manage your presence and contact status information.
- Use predefined text and smileys.
- Archive conversations and access message history.

Before you can use Instant Messaging, your device must be connected to the Internet. For information about setting up an Internet connection, see "Ways of Connecting to the Internet" in Chapter 10.

Note You must have an active e-mail account with an ISP, such as AOL®, Windows Live™, or Yahoo!®, to continue with the IM client.

Access to IM and Sign In/Out

To start Instant Messaging

1. Tap **Start > Instant Messaging**.
2. Select your IM service by tapping **AOL® Instant Messenger™**, **Windows Live Messenger** or **Y! Messenger**.



To sign in to Instant Messaging

1. To sign in to an IM service, enter your username/e-mail address and password for your account, and tap **Sign In**.
2. Select **Save password** and **Auto-Sign On** if you do not want to enter your password every time you want to IM.
3. Accept any licence agreement that may appear.
   Signing in may take several minutes, depending on your connection speed. Your IM status is displayed at the top of the screen as long as you are signed on.

Note Before you sign in to Windows Live Messenger, you may need to select a domain name for your account, such as @hotmail-ppe.com, @msn-ppe.com, or @live-ppe.com.

To quit Instant Messaging

- To sign out, tap **Menu > Sign Out**. Signing out terminates your current session and ends all active conversations.
- To close IM without signing out and to switch to another application on your device, tap **Menu > Close**. Closing IM allows you to return at any time without having to sign in again, and your conversations remain active all the while.

Note You may choose to sign out of the application and sign in again using a different account. However, any messages sent or received on your device will be billed to you by your network service provider, regardless of which account is used.

Manage Contacts

Your contact list appears as soon as you sign in. The contact list allows you to see with a single glance which of your contacts are online or available, busy, away, and offline or unavailable. Contacts are sorted into categories based on a combination of availability status and alphabetical order, or into the groups you've set up (depending on both your device and service provider).

To add, delete or block contacts

- To add a contact, tap **Menu > Add Contact**, and follow the instructions on the screen.
- To delete a contact, select a contact and tap **Menu > Delete Contact** or tap and hold the contact's name, and tap **Delete Contact**. Tap **Yes** to confirm.
- To block a contact, select a contact and tap **Menu > Block** or tap and hold the contact's name, and tap **Block**.



To view contact information

- Select a contact and tap **Menu > Contact Info** or tap and hold the contact's name, and tap **Contact Info**.

Send and Receive Messages

To send an instant message

1. Tap the contact to whom you want to send a message.
2. Enter your message in the text entry area at the bottom of the screen, and tap **Send**.

Tips

- To quickly add common phrases, tap **Menu > Insert Quick Text** and select a phrase from the list. You can also edit a Quick Text phrase by tapping **Menu > Edit Quick Text** or save your message as a Quick Text phrase by tapping **Menu > Save as Quick Text**.
- To add smileys or emoticons, tap **Menu > Insert Emoticon** and select a emoticon from the list.

To send a message to a contact not in your list

1. From anywhere in the contact list, tap **Menu > Send Message to**.
2. Enter the e-mail address of the contact.
3. Type in the message and tap **Send**.

To receive a message

- As long as you are connected to the Internet and signed on to an Instant Messaging service, you will be alerted to new messages received on your device by audible or vibrating alerts or by notifications.

To save a conversation

- From an open conversation or after scrolling to the convesation in the contact list, tap **Menu > Save Conversation**. and follow the instructions to save the conversation for future reference.

To access a saved conversation

1. On the contact list, tap **Menu > Saved Conversations**.
2. In the Saved Conversations list, scroll to the conversation you wish to view and tap **Menu > Select** to open it.

To set your status and display name

- On the contact list, tap **Menu > My Status** and tap the appropriate option to show your current availability status.
- On the contact list, tap **Menu > My Display Name** and choose a name and tap OK.

Appendix

A.1 Regulatory Notices
A.2 Specifications

A.1 Regulatory Notices

Regulatory Agency Identifications

For regulatory identification purposes, your product is assigned a model number of **KAIS100** for AT&T Tilt and **KAIS110** for AT&T 8900.

To ensure continued reliable and safe operation of your device, use only the accessories listed below with your **KAIS100** or **KAIS110**.

The Battery Pack has been assigned a model number of **KAIS160**.

Note This product is intended for use with a certified Class 2 or Class 3 Limited Power Source, rated 5 Volts DC, maximum 1 Amp power supply unit.

Federal Communications Commission Notice

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harm-ful interference to radio or TV reception, which can be determined by turning the equipment on and off, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio or television technician for help.

Modifications

The FCC requires the user to be notified that any changes or modifications made to the device that are not expressly approved by High Tech Computer Corporation may void the user's authority to operate the equipment.

Safety precautions for RF exposure

- Use only original manufacturer-approved accessories, or accessories that do not contain any metal.
- Use of non-original manufacturer-approved accessories may violate your local RF exposure guidelines and should be avoided.

Exposure to Radio Frequency (RF) Signals

Your device contains a radio transmitter and receiver. The radiated output power is far below the international radio frequency exposure limits. These limits are part of comprehensive guidelines and establish permitted levels of RF energy for the general population. The guidelines are based on the safety standards previously set by international standards bodies:

- American National Standards Institute (ANSI) IEEE. C95.1-1992
- National Council on Radiation Protection and Measurement (NCRP). Report 86. 1986
- International Commission on Non-Ionizing Radiation Protection (ICNIRP) 1996
- Ministry of Health (Canada), Safety Code 6. The standards include a substantial safety margin designed to assure the safety of all persons, regardless of age and health.

The exposure standard for wireless mobile phones employs a unit of measurement known as the Specific Absorption Rate, or SAR. The standard incorporates a substantial margin of safety to give additional protection for the public and to account for any variations in usage.

As with other mobile radio transmitting equipment, users are advised that for satisfactory operation of the equipment and for the safety of personnel, it is recommended that no part of the human body be allowed to come too close to the antenna during operation of the equipment.

Your device has an internal antenna. Use only the supplied integral antenna. Use of unauthorized or modified antennas may impair call quality and

damage the phone, causing loss of performance and SAR levels exceeding the recommended limits as well as result in non-compliance with local regulatory requirements in your country.

To assure optimal phone performance and ensure human exposure to RF energy is within the guidelines set forth in the relevant standards; always use your device only in its normal-use position. Do not touch or hold the antenna area unnecessarily when placing or receiving a phone call. Contact with the antenna area may impair call quality and cause your device to operate at a higher power level than needed. Avoiding contact with the antenna area when the phone is IN USE optimizes the antenna performance and the battery life.

SAR Information

1.47 mW/g @ 1g (FCC)

Telecommunications & Internet Association (TIA) safety information

Pacemakers

The Health Industry Manufacturers Association recommends that a minimum separation of six inches be maintained between a handheld wireless phone and a pacemaker to avoid potential interference with the pacemaker. These recommendations are consistent with the independent research by and recommendations of Wireless Technology Research. Persons with pacemakers:

- Should ALWAYS keep the phone more than six inches from their pacemaker when the phone is turned ON.
- Should not carry the phone in a breast pocket.
- Should use the ear opposite the pacemaker to minimize the potential for interference. If you have any reason to suspect that interference is taking place, turn the phone OFF immediately.

Hearing Aids

Some digital wireless phones may interfere with some hearing aids. In the event of such interference, you may want to consult your service provider, or call the customer service line to discuss alternatives.

Other Medical Devices

If you use any other personal medical device, consult the manufacturer of your device to determine if they are adequately shielded from external RF energy. Your physician may be able to assist you in obtaining this information.

Turn the phone OFF in health care facilities when any regulations posted in these areas instruct you to do so. Hospitals or health care facilities may be using equipment that could be sensitive to external RF energy.

WEEE Notice

The Directive on Waste Electrical and Electronic Equipment (WEEE), which entered into force as European law on 13th February 2003, resulted in a major change in the treatment of electrical equipment at end-of-life.

The purpose of this Directive is, as a first priority, the prevention of WEEE, and in addition, to promote the reuse, recycling and other forms of recovery of such wastes so as to reduce disposal.



The WEEE logo (shown at the left) on the product or on its box indicates that this product must not be disposed of or dumped with your other household waste. You are liable to dispose of all your electronic or electrical waste equipment by relocating over to the specified collection point for recycling of such hazardous waste. Isolated collection and proper recovery of your electronic and electrical waste equipment at the time of disposal will allow us to help conserving natural resources. Moreover, proper recycling of the electronic and electrical waste equipment will ensure safety of human health and environment. For more information about electronic and electrical waste equipment disposal, recovery, and collection points, please contact your local city center, household waste disposal service, shop from where you purchased the equipment, or manufacturer of the equipment.

RoHS Compliance

This product is in compliance with Directive 2002/95/EC of the European Parliament and of the Council of 27 January 2003, on the restriction of the use of certain hazardous substances in electrical and electronic equipment (RoHS) and its amendments.

A.2 Specifications

System Information		
Processor	Qualcomm MSM 7200 400MHz	
Memory	- ROM : 256 MB - RAM : 128 MB SDRAM (Figures are the total ROM and RAM memory available for use and storage. Since the memory is shared by the Operating System, applications, and data, the actual available memory is less than what is written).	
Operating System	Windows Mobile® 6 Professional	
Power		
Battery	Rechargeable Lithium-ion/Lithium-polymer battery, 1350 mAh	
Charging Time	2.5 ~ 3 hours	
Battery Life (estimates)	Standby time:	Up to 350 hours for UMTS Up to 365 hours for GSM
	Talk time:	Up to 264 minutes for UMTS Up to 420 minutes for GSM
	Media playback time:	Up to 8 hours (WMV); Up to 12 hours (WMA)
AC Adapter	Voltage range/frequency: 100 ~ 240V AC, 50/60 Hz DC output: 5V and 1A	
Display		
LCD Type	2.8-inch TFT-LCD with touch screen	
Resolution	240 x 320 with 65,536 colors	
Alignment	Portrait and Landscape	
HSDPA / UMTS / GSM / GPRS / EDGE Module		
Functionality	HSDPA/UMTS: Tri-band (850, 1900, and 2100 Mhz). HSDPA: Up to 384Kbps for upload and 3.6Mbps for download; UMTS: Up to 384Kbps for upload and download GSM/GPRS/EDGE: Quad-band (850, 900, 1800, and 1900 Mhz)	
Internal Antenna	Yes	

Physical	
Dimensions	112 mm (L) x 59 mm (W) x 19 mm (T)
Weight	190 g (with battery)
Camera Module (optional)	
Type	3 Megapixel CMOS color camera with auto focus
Resolution	Photo: 2048x1536, 1600x1200 (UXGA), 1280x960 (SXGA), 640x480 (VGA), 320x240 (QVGA), 160x120 (QQVGA) Video: CIF (352x288), QVGA (320x240, depends on recording formats), QCIF (176x144) and Sub-QCIF (128x96)
Digital Zoom	Up to 8X
Connections	
I/O Port	HTC ExtUSB™ (11-pin mini-USB and audio jack in one; USB 2.0 Full-Speed).
GPS Antenna Connector	Yes. Please use only the external GPS antenna with model number **GA S120** from HTC.
Wireless Connections	Wi-Fi (IEEE 802.11 b/g), Bluetooth 2.0 with EDR
Audio	
Microphone/ Speaker	Built-in
Ring tone	• MP3, AAC, AAC+, WMA, WAV, and AMR-NB • 40 polyphonic and standard MIDI format 0 and 1 (SMF)/SP MIDI

Controls and Lights	
Buttons	• 5-way NAVIGATION Control • Jog Wheel • Two phone functions : TALK and END • Four program buttons : PTT, Camera (in AT&T Tilt) / Pictures & Videos (in AT&T 8900), Internet Explorer, and Messaging • START button • Two OK buttons • Two SOFT KEYs • POWER button • RESET button
Hardware Keyboard	QWERTY keyboard with two additional SOFT KEYs.
LEDs	The left (bi-color) LED shows Green and Amber lights for UMTS/GSM standby, message, network status, notification, and battery charging status. The right LED shows a blinking Blue light for Bluetooth system notification of powered-up and ready to transmit Bluetooth signal, or a blinking Green light for Wi-Fi status (when both Bluetooth and Wi-Fi are enabled, the Blue and Green lights blink alternately). The Amber light indicates GPS notification.
Expansion Slots	
Card Slot	microSD™ (SD 2.0 compatible)

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